

Assistant Manager



Full time – 12 months – Lenox, Massachusetts

Description of the company

A Chic and Modern Hotel/restaurant (4*) is looking for an a motivated Assistant manager for a 12 months internship in Lenox Massachusetts.

Missions

- Support and shadow the Assistant Manager and Owners.
- Promote positive public/employee relations at all times
- Assist in training and evaluating all dining room personnel and enforces food and beverage policies and procedures
- Inventory, place orders, bake/cook our key dishes and will be required to do all these tasks on an occasional or regular basis.
- Maintain a clean, safe, hazard-free work environment within area of responsibility
- Greet every customer, employee and vendor with respect and dignity
- Ensure the highest levels of organization are maintained

Skills

- Work experience as a Restaurant manager is required
- Assistant Manager or similar role in the hospitality industry
- Customer service attitude
- Communication and team management abilities