



ASSISTANT MANAGER/EVENTS COORDINATOR

The Dundee Bistro in Dundee, OR is seeking an Assistant Manager/Events Coordinator who thrives in an environment where you can make an impact with our close knit team for our iconic restaurant in the heart of Oregon wine country. This role requires managerial duties when the Restaurant Manager and FOH Manager are not available, or for additional support. It is an active management position requiring physical movement throughout the day at our 120+ seat restaurant. This position also organizes special events and large parties at the restaurant. The ideal candidate has hospitality and restaurant experience, or a strong desire to learn about restaurant operations. **Enthusiasm, critical thinking, and professionalism for this management role are key attributes. Fine dining service skills, wine knowledge, bartending and POS experience preferred.** Training in all key restaurant positions will be provided for the right candidate.

Responsibilities

- Train employees when needed.
- Delegate tasks to team and provide follow-up.
- Hold team accountable for their performance.
- Ensure team provides fast, friendly, and accurate service.
- Ensure product quality, restaurant cleanliness, maintenance and security standards are met.
- Staff and schedule appropriately to control labor costs.
- Ensure proper cash handling and deposit procedures are followed.
- Ensure appropriate inventory and ordering systems are in place.
- Update menus and special board when necessary
- Provide excellent service to customers from taking orders, making cocktails, serving beverages, etc.
- Organize special events/large parties – handle details from costing, aesthetics, menu selection, etc.

Qualifications

- Excellent communication skills to connect effectively with customers and co-workers.
- Possess a positive attitude and ethics which support our values and culture.
- Ability to manage a fast-paced, high-volume, clean, customer-focused restaurant.
- Strong time-management skills; ability to multi-task, prioritize, and organize.
- Technology savvy to learn and proficiently navigate through our POS, reservation system, menu updates, etc.

SEND RESUMES TO: jobs@ponzi-international.com