



## ASSISTANT RESTAURANT MANAGER JOB POSTING

<b>Position:</b>	<b>Assistant Manager</b>	<b>Status:</b>	Part-Time, Non-Exempt, Seasonal
<b>Department:</b>	Stackner Cabaret Restaurant	<b>Start Date:</b>	Week of September 20 <sup>th</sup>
<b>Reports To:</b>	Director of Venue Operations	<b>Schedule:</b>	Up to 16 hours per week
<b>To Apply:</b>	<a href="#">Click Here to Apply</a>	<b>Deadline to Apply:</b>	Applications accepted until position is filled

---

Milwaukee Repertory Theater currently seeking applicants for the position of **Assistant Manager for the 2021/22 Season**. If you are skilled in customer service in food services this is the job for you! Our mission is to ignite positive change in the cultural, social, and economic vitality of our community by creating world-class theater experiences that entertain, provoke, and inspire meaningful dialogue among an audience representative of Milwaukee's rich diversity. *It is important that our hiring practices reflect this commitment to diversity and we strongly encourage applications from members of underrepresented groups.*

**Position Summary:** The Assistant Manager is responsible for the overall guest experience and managing the entire restaurant staff before, during and after service. This position monitors the flow of the dining room, bar, proactively identifies trouble areas, addresses any issues during service, supervises staff and assists with administrative duties. Additionally, this position oversees the concessions staff and acts as the Manager when the Director of Venue Operations is not present.

*Other major duties and responsibilities include:*

- Ensure restaurant staff are supported throughout the shift and they provide a high level of customer service
- Maintain a high standard of sanitation through cleaning and maintenance of work areas which also includes proper hand washing and personal hygiene
- Maintain flow of service by delivering drinks and food in a timely fashion as needed and assist service staff when needed throughout the shift
- Maintain a high level of guest service satisfaction through clearly communicating with all staff and departments, while assessing time constraints
- Thoughtfully accommodate reasonable special requests with equal regard to all of our guests' experience
- Work in earnest with regard to customer satisfaction
- Maintains a spirit of teamwork through assisting others in need
- Displays calm under pressure
- Work as part of a team and uphold the standards of the organization at all times
- Ability to multi-task and give direction
- Maintain a high standard of organization
- Cash handling including setting up and counting down cash drawers
- Running closing reports and end of day documentation
- Operation and troubleshooting of POS system
- Controlling the floor and staff to ensure various opening and cut-off times are met
- Monitoring the bartenders and bar guests for overserving
- Responsible for opening and closing procedures
- Assist with stocking, rotating orders, inventory as needed
- Assist with administrative duties as needed
- Oversee the concessions staff
- Acts as Manager when the Director of Venue Operations is not present
- Other assignments as needed



## ASSISTANT RESTAURANT MANAGER JOB POSTING

### Qualifications:

- Previous restaurant supervision experience
- High school diploma (or GED)
- Manager level food sanitation certified *preferred*
- Ability to obtain a bartender's license, Bartending experience *preferred*
- Positive, punctual, articulate, outgoing and welcoming personality
- Must have strong verbal and written communication skills
- Comfortable working with technology
- Microsoft Office experience *preferred*
- POS experience, Toast POS *preferred*
- Able to work in an upbeat and often fast-paced environment
- Comfortable giving feedback and direction as well as comfortable receiving feedback and taking direction
- Demonstrated organizational skills and ability to multi-task
- Able to remain calm and efficient in a busy work environment while maintaining a high level of attention to detail
- Ability to stand for up to 5 hours at a time and able to lift up to 50 lbs. unassisted
- Must be able to work independently and as part of a collective team
- Must be available for weeknight and evening work
- Ability to pass a background check in accordance with state and/or federal laws
- Ability to provide proof of fully vaccinated status before first day of work

**Compensation, Shift Availability, and Benefits:** Immediate openings in all shifts. Compensation is \$15.00 per hour plus a \$250 signing bonus. Additionally, employees are eligible for comp tickets to our shows and are encouraged to attend.

**About Milwaukee Repertory Theater:** Milwaukee Rep is the largest performing arts organization in Wisconsin welcoming 300,000 people at 700 performances of 15 productions a season at the Patty & Jay Baker Theater Complex featuring three unique performance venues – the Quadracci Powerhouse, Stiemke Studio and Stackner Cabaret. For over six decades, Milwaukee Rep has been a centerpiece of Milwaukee's vibrant arts and cultural scene with productions ranging from Broadway musicals to Shakespeare to American Classics and New Works that are entertaining, inclusive and impactful. Under the leadership of **Artistic Director Mark Clements** and **Executive Director Chad Bauman**, Milwaukee Rep ignites positive change in the cultural, social and economic vitality of our community by creating world-class theater experiences that entertain, provoke, and inspire meaningful dialogue among an audience representative of Milwaukee's rich diversity.

To read more about Milwaukee Repertory Theater, please visit: [www.MilwaukeeRep.com](http://www.MilwaukeeRep.com)

To read more about Milwaukee Repertory Theater's commitment to Equity, Diversity, & Inclusion, including our ED&I Vision of Success, please [Click Here](#)

### APPLICATION INSTRUCTIONS

Please submit online application (it takes less than 3 minutes!) Attn to: Don Parsons, Director of Venue Operations.

[Submit Application Materials Online](#)

Applications will be accepted on a rolling basis until the position is filled. In order to maintain an equitable process, everyone *must* apply online. Any candidate who requires different accommodations to submit an online application should contact [ehill@milwaukeeep.com](mailto:ehill@milwaukeeep.com)

\*Full hyperlink web address (copy and paste into your browser):

<https://recruiting.paylocity.com/recruiting/jobs/Details/699210/Milwaukee-Repertory-Theater-Inc/Assistant-Manager>

*Milwaukee Repertory Theater is committed to creating a culturally diverse environment and is proud to be an equal opportunity employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, gender, gender identity or expression, sexual orientation, marital status, national origin, genetics, disability, age, or veteran status.*