



2335 KALAKAUA AVE, HONOLULU HI 96815 | 808-777-4890 | BLUENOTEHAWAII.COM

**Position:** Floor Manager

**Salary:** \$45,000 - \$50,000 a year

**Job Type:** Full Time

**Schedule:** Evening Shift with some Daytime Shifts as Required

Blue Note Hawaii is seeking an organized floor manager to supervise all venue activity including assisting customers, monitoring staff, and managing inventory. The floor manager is responsible for ensuring that all floor requirements are met.

A successful floor manager should have excellent interpersonal skills and be highly organized. Must be able to delegate duties to staff members while ensuring that the staff is trained in assigned roles.

Blue Note is seeking a motivated candidate who is interested in venue management and who wants to grow within the company.

#### **Floor Manager Responsibilities**

- Supervise staff
- Train staff to perform allocated roles
- Assign side work
- Create nightly floorplan
- Complete closing paperwork
- Manage inventory
- Assist customers with any queries or requests

#### **Qualifications & Requirements**

- 3 to 5 years of experience as a server or manager in a high-volume restaurant
- Prior experience in a managerial position preferred
- Highly organized with excellent interpersonal skills
- Adept in Microsoft Excel and Word
- Knowledge of Toast POS is a plus
- College diploma preferred
- Must be COVID vaccinated
- Must possess valid Liquor Commission Card/Certificate of Registration
- Must possess a valid Tuberculosis Card
- **Candidate must live on O'ahu. Sorry, we will not relocate.**

