



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

Position: Assistant General Manager

Salary Range: \$50,000-\$60,000

Job Type: Full time, on-site.

Schedule: Five days per week, schedule to vary based on show calendar.

Reports to: General Manager (GM)

Position Overview:

Blue Note Hawaii is seeking an Assistant General Manager to train and assist in the operations, to work in conjunction with Blue Note Hawaii policies and procedures and to oversee the running of the floor to ensure a high quality of service, food, and beverage. Must be able to communicate effectively with both staff and performers and be able to maintain a calm and confident demeanor during interactions with guests and staff.

General Responsibilities Include

- Assist GM in staff training to ensure knowledge of guest service & satisfaction, food quality, cleanliness and sanitation.
- Assist GM in controlling labor costs by overseeing nightly staffing according to set guidelines.
- Achieve company objectives in sales, service, quality, appearance of facility and sanitation and cleanliness through training of employees and creating a positive, productive working environment.
- Control cash and other receipts by adhering to cash handling and reconciliation procedures in accordance with restaurant's accounting policies and procedures.
- Make employment and termination decisions consistent with GM guideline for approval or review.
- Fill in where needed to ensure guest service standards and efficient operations.
- Complete weekly assignments as designated
- Participate in daily pre-shift meetings to ensure service and food quality and consistency.
- Ability to step into different positions as necessary.
- Participate in Weekly Managers Meeting
- Participate in the operations defined by GM, Chef and Blue Note ownership.

Requirements:

- Minimum 2-3 years of culinary & wine management experience, preferably in a high volume, fast casual environment
- Bachelor's Degree Preferred
- Working knowledge of restaurant management and operations
- Excellent communication and organization skills
- Ability to interact professionally and diplomatically with a variety of performers
- Fluency in Microsoft Office Suite and Google Workspace
- Prior experience with POS systems
- Knowledge of liquor commission rules and regulations
- Possess valid Liquor Commission Card/Certificate of Registration
- Possess a valid Tuberculosis Card

