

Assistant General Manager

Public Smokehouse at Smoking Goose

The Assistant General Manager collaborates with the General Manager to lead the Public Smokehouse team. The Assistant General Manager sets a positive, energetic tone and demonstrates an infectious passion for good food and great service.

The ideal candidate is a firm, fair, and consistent leader who is able to remain calm, cool, and collected at all times. The Assistant General Manager is expected to be able to work effectively in each area of Public Smokehouse operations as well as oversee staff. Training is provided; however, professional experience in event management, kitchen management, or catering is preferred.



General Responsibilities

- supervise and manage all daily operations
- uphold management responsibilities
- lead by example in promoting an environment of hard work, hustle, and superior customer service
- enforce Public Smokehouse's quality standards and uphold our commitment to guest satisfaction
- be a trusted key holder with access to safe and security alarms
- handle and account for cash
- understand the POS and online order platforms and be able to problem solve when necessary
- train staff
- set up, staff, and execute special events

Leadership Responsibilities

- inspire and encourage growth and education among staff members
- provide staff with feedback and constructive criticism
- hold staff accountable for expectations and promptly and effectively handle any necessary employee discipline
- create schedules according to budget and business demands and ensure staff are working their scheduled shifts
- oversee timely execution of daily tasks and evaluate completed work
- handle circumstances that require immediate attention with staff including call-offs, tardiness, inappropriate behavior, and more

Operation Responsibilities

- Manage online order processing and fulfillment
- Respond to customer emails and phone messages
- Oversee and organize task lists
- Manage inventory, prepare order lists, place orders, receive and check-in deliveries
- Execute product rotation and oversee retail product displays

This full-time, salaried position starts at \$35,000 - \$40,000 per year based on experience plus benefits including health insurance, matching retirement investments, employee discount, paid time off, and more.

Learn more and apply online at smokinggoose.com or by sending cover letter + resume to jobs@smokinggoose.com