



Job Description – Assistant Restaurant Manager

The Black Swan at Oldstead

Report to: Restaurant Manager

Hours: 5 days per week. Approx 40-50 hours per week

Holiday Entitlement: 28 days per annum

Salary: £28,000 per annum plus service charge

Location: The Black Swan, Oldstead, YORK, YO61 4BL

Overview:

We are looking for a dedicated, hardworking assistant manager with at least two year of high-quality restaurant experience in a supervisory or management position, to join our team at the Michelin-starred Black Swan at Oldstead. We are looking for someone who thrives working with and in a team, with a passion for delivering service excellence and understanding of our values and ethos. The ideal person will be focused on delivering the best experience possible for our guests and is eager to learn and challenge themselves.

The Role:

Service Responsibilities

- Service – Being the face of the business in the restaurant.
- Managing floor operations, ensuring high levels of customer service at all times to always meet our guest's expectations to enhance and maintain The Black Swan's reputation.
 - Providing the attention to detail that we need to push standards forward.
- Have a flexible and adaptive hands-on approach in order to support the restaurant team.
 - Being aware and managing service flow, service board and dietary requirements

Off-Service Responsibilities

- Scheduling and staffing organisation
- Pre-service menu and dietary confirmations
 - Email communication with guests
- Ensure restaurant cleanliness is maintained to company standards and expectations.
 - Set up and closedown checklists to be completed every morning and evening.
 - Report any hazards or faulty equipment to operations manager
 - Cash up and reporting responsibilities



The Person:

- A mature outlook
- Ability to effectively handle pressure
 - Quality driven
 - Impeccable attention-to-detail
- Excellent communication and organisational skills
 - A friendly and approachable manner
- A genuine passion for the hospitality industry

The benefits of working with us:

- Competitive salary
- The opportunity to work in a growing and exciting business
- The chance to train and learn under Michelin-starred standard hospitality professionals
- The opportunity to work with exciting, interesting, and seasonal ingredients that we have grown, foraged, or preserved.
 - Career development and training opportunities
 - Staff meals

To apply, please send your CV and covering letter to Tommy and Matthew via careers@blackswanoldstead.co.uk.