

Assistant Manager

Updated August 2019

Description

Join our growing team today!

We are looking for someone with a passion for quality and excellence. An Assistant Manager directly supervises and coordinates the activities of team members engaged in preparing and serving frozen desserts. The Assistant Manager will work closely with the General manager to provide the ultimate ice cream experience for our guests, and to train and equip our employees for their professional careers.

Responsibilities

- Follow and enforce ALL company procedures
- Operating and managing daily tasks of store front
- Making any and all products to be sold
- Delegate necessary tasks to employees
- Open and closing of store front
 - Store Runs
 - Counting of cash drawers and deposits
 - Leaving shop in clean manner of following day
- Assist the General Manager on daily tasks and miscellaneous projects towards company expansion
- Accurately completing designated duties such as inventory control, ordering products, and cash control
- Train and direct employees
- Scheduling of employees weekly
- Assist with marketing and social media needs

