

WINSTON JEFFERS

ASSISTANT MANAGER

Dayjob Ltd, 120 Vyse Street, Birmingham B18 6NF

T: 00 44 121 638 0026

E: info@dayjob.com

Summary

A keen, industrious and enthusiastic individual, whose attention to detail and passionate personality is well suited to the vibrant style and atmosphere of any top class restaurant. Winston has the experience and drive required to assemble a team that works well together and which shares a common dedication to customer service. He is very much a hands on person, who scrutinises everything, includes checking the quality and portion size of dishes to ensure that they conform to menu descriptions. He is looking for a suitable position with an ambitious restaurant.

Skills

Management

Staff supervision
Change management
Sales driven
Team working
Stock management
Leading by example
Administrative tasks
Portion control

Professional

Customer focused
Troubleshooting
Training new staff
Hands on team player
Problem solving
IT skills
Resolving disputes
Basic food hygiene

Personal

Loyal
Articulate
Good work ethic
Can handle stress
Always pro-active
Verbal communication
Industry knowledge
Multi-tasking

Career

ASSISTANT MANAGER

May 2007 - Present

Restaurant

Responsible for assisting in managing the day to day operation of the restaurant and for putting together a team of great people who are committed to creating a welcoming environment for all customers.

- Assisting with the day to day running of the restaurant.
- Deputising in the absence of the General Restaurant Manager.
- Advising senior managers on staffing needs and personnel issues.
- Cultivating a positive working environment for all staff to work in.
- Keeping accurate statistical information and records.
- Organise work schedules, rotas and shifts, also appointing contract staff when needed.
- Making sure that all employees reach their full potential through constant evaluation, coaching and training.
- Meeting with individual from the local licensing authorities and regulatory bodies.
- Ensuring that all equipment is used correctly, maintained and cleaned properly.

TRAINEE MANAGER

Feb 2006 – May 2007

Fast Food Restaurant

Academic

Nuneaton University 2003 – 2006

Hospitality Management BA (Hons)

Nuneaton College 2001 – 2003

A levels: Math (A) English (C) Physics (B) Geography (D)

References

Available on request.



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