

## **Assistant Manager Overview:**

At Kind Neighbor we plan to hire people who are passionate about health. A background in health & wellness is a plus, but is not required. At Kind Neighbor we believe in growth so we actively support your advancement as both an employee and a person. Be part of a natural, fun, supportive team . This could be your rewarding start to a great career, or prepare you for what you are passionate about.

### **Job description:**

As an assistant manager you will be responsible for the juice bar operations, managing staff, and ensuring that the shop runs smoothly and efficiently. You will also be preparing orders such as smoothies, juices, and other food items. This includes being able to work in a team, creating a great customer experience, taking orders, maintaining a sanitary and organized environment, and practicing health code regulations to provide safe food to our community.

Hourly Rate: \$17 per hour plus tips/ 20-30 hours per week

### **What this job requires:**

- Must have experience managing & leading a team
- Must be available to at least 24 hours per week; must be able to work a variable of shifts (openings, mid-day shifts, weekends and closing, cover shifts) from week-to-week
- Must be 18 years old
- Provide a Food Handling & Safety card
  
- You will be evaluated & expected to deliver the following items:
  - Assisting the manager in all areas of daily business operations, managing staff, human resources, ensuring tasks are completed in a timely manner, customer service and inventory.
  - Operations: in charge of the daily operations, predict store's performance & what to prep, execute daily reports, assign daily tasks, maintain store safe, clean, & organized
  - Punctuality: maintain a punctual environment for the fluidity & nature of the business
  - Manage staff: supervise staff, train new staff, ensure they are following Kind Neighbor's Guidelines & Procedures, ensure they are completing daily tasks, manage employee's schedules (make sure shifts are filled in or find a replacement), maintain a positive & fun environment, check in with staff weekly, enforce disciplinary action, conduct performance reviews (every quarter) or as needed. Manage points on assembly-assign points to your peers.
  - Customer Service: provide outstanding customer service, handle customer complaints,

- Quality Control: ensuring quality of product is consistent
- Inventory: manage inventory, order inventory, purchase inventory from store weekly or as needed(this requires you to go to the local stores).
- Store environment: maintain a positive store environment
- Communication: Like working in a team, can communicate with your team and general manager, can receive constructive feedback
- Maintain a professional level of service and integrity at Kind Neighbor and among your staff.

**Some more good stuff:**

Flexible schedules, great training, self care & wellness sessions, and opportunities for advancement. If you enjoy working in a fun, fast paced, friendly atmosphere that promotes healthy living then this job is for you.

**Benefits:**

- One free meal per shift and 20% off discounts on all smoothies, juice, and food products
- Opportunities for advancement and personal development
- Opportunities to grow and expand with the company
- Improve your leadership & management skills
- Ability to add this role to a future resume
- Possibility to attend wellness events in the future
- Mentorship
- Quarterly wellness days are offered

If this job is for you please send me a resume and an email with why you would like to work at Kind Neighbor.