

Wave Assistant Manager

1. Job Description
Assist the Operations Manager with daily The Wave operations.
Supervisor: Operations Manager
2. Job Specifications
 - A. Excellent organizational and interpersonal skills;
 - A. Must be responsible, energetic, assertive and punctual;
 - B. Must be able to work thirty (30) hours per week with a varied and flexible schedule;
 - C. Working knowledge of computers and POS system, and;
 - D. Must have a valid Responsible Beverage Service Certificate (Manager).
3. Job Duties
 - A. Supervise staff and ensure all policies and procedures are followed;
 - B. Control inventory supplies and liquor;
 - C. Develop and maintain email contact lists;
 - D. Prepare marketing, staffing, ticket control, and wet/dry procedures;
 - E. Supervise set-up and tear-down;
 - F. Input daily pricing, as approved by Operations Manager;
 - G. Communicate regularly with Promotions and Events Assistant Manager;
 - H. Supervise a minimum of two (2) nights per week;
 - I. Sit on the Wave Management Committee, and;
 - J. Update The Wave Staff Handbook on an annual basis.