



ASSISTANT GENERAL MANAGER

Day to Day Operations and Expectations

- Lead in hospitality through day of coaching, as well as leading by doing and strive to provide warm hospitality with our team
- Maintain an overall positive team environment
- Ensure timely response to guest feedback and concerns
- Working with our **James Beard Nominated** kitchen team to assist in training staff in food and menu knowledge
- Working with wine director and bar manager to assist in training staff in beverage knowledge
- Works closely with General Manager to maintain Ledger standards of hospitality and service
- Works with Opentable to maximize covers and communicate VIPs/guest requests
- Ensures food safety and cleanliness standards of the restaurant are maintained
- Performs closing procedures regularly

Skills for Qualifications

- 1-2 years previous experience in food service management
- Must work weekends and some holidays
- Experience with Opentable and Toast POS preferred
- Work integrity and professionalism
- Ability to work under pressure in a fast-paced environment
- Possess strong time-management skills and keeps organized
- Candidates have a natural sense of hospitality and customer service, eager to learn and committed to continuous improvement.
- Timely work completion and follow-through

Ledger offers a highly competitive salary based on experience, work life balance, paid vacation after a year, staff meals and opportunities to grow. If you believe Ledger would be the right fit for you please send your resume to General Manager, Kelsey Tenore, at kelsey@ledgersalem.com.