



Recently named the “Best Bourbon Restaurant in Kentucky” by the Courier Journal, Bottle & Bond Kitchen and Bar is the first full-service restaurant and bar in a distillery on the Kentucky Bourbon Trail. Located on 100 acres of active farmland, inside one of the world’s most modern and technically advanced whiskey distilleries, Bottle & Bond’s scratch kitchen combines seasonal, local ingredients with regional flair. Comfort food, exceptional salads, and farm-fresh meats and cheeses, along with a craft cocktail program, plus a one-of-a-kind whiskey and vintage whiskey library, curated wine collection and a selection of local draft beers provides the perfect foundation for a memorable afternoon or evening.

**Position:** Assistant General Manager

**Shifts:** Flexible Hours/Days – Must be able to work nights, weekend shifts (Friday, Saturday, Sunday), and holidays. Substantial hours will be on weekends.

### **JOB SUMMARY**

The Assistant General Manager (AGM) is responsible for leading the day-to-day operations of the restaurant in the absence of the General Manager and to otherwise support the General Manager in all facets of running the restaurant. The AGM will review daily business needs and ensure staffing and production is at appropriate levels. The AGM supports the selection and development of all team members and in conjunction with the GM and Floor Manager is responsible for the training of all front of house team members, while boosting team member retention. The AGM is responsible for ordering goods and scheduling labor, while minimizing operating costs. The AGM is responsible to manage and oversee all safety processes within the restaurant. The AGM ensures an exceptional hospitality experience is delivered to restaurant guests.

### **RESPONSIBILITIES**

- Responsible for the assurance for quality and food safety of the product.
- Must execute and ensure the hospitality philosophy and exceptional customer service on the floor of Bottle & Bond Kitchen and Bar.
- Must maintain a thorough knowledge of the food and beverage menus and be able to concisely answer guests’ questions concerning these items.
- Supervise restaurant staff performance.
- Ensure that all guests feel welcome and are given responsive, friendly and courteous service at all times.
- Control cash and other receipts by adhering to cash handling and reconciliation procedures in accordance with restaurant policies and procedures.
- Review payroll for restaurant staff.
- Fill in where needed to ensure guest service standards and efficient operations.
- Manage vendors’ contracts and invoices.
- Coordinate communication between front of the house and back of the house staff.
- Supervise kitchen and wait staff and provide assistance, as needed.
- Keep detailed records of daily, weekly, and monthly costs and revenues.



- Carry out regular on-the-job training for staff, plus order uniforms for new employees.
- Gather guests' feedback and recommend improvements to our menus.
- Schedule labor as required by anticipated business activity, while ensuring that all positions are staffed when and as needed and labor-cost objectives are met.
- Fully understand and comply with all federal, state, county and municipal regulations that pertain to health, safety and labor requirements of the restaurant, employees and guests.
- Provide advice and suggestions to General Manager, as needed.
- Other duties as assigned by management.

### **REQUIREMENTS**

- Must be at least 21 years of age.
- High school diploma or equivalent; additional certification in hospitality a plus.
- Minimum of two years' work experience as a restaurant Assistant Manager or similar role in the hospitality industry.
- Possess excellent basic math skills and have the ability to operate a POS system.
- Must have excellent customer service and employee relation skills.
- Must possess exceptional communication and team management abilities.
- Must be able to speak, read and write fluently in English.
- Must be detail oriented, with the capability to oversee restaurant operations and multiple areas simultaneously in a fast-paced environment.
- Ability to maintain a calm, professional demeanor during periods of peak demands.

### **PHYSICAL DEMANDS**

- Stands during entire shift
- Regularly required to use hands to finger, plus bends and stoops frequently
- Must be able to carry up to 25 pounds
- This position requires frequent washing of hands
- Frequent exposure to fluctuating temperatures indoors and outdoors, as needed
- Mobility to climb stairs with trays of food, kitchenware, glasses, etc.

### **COMPENSATION/BENEFITS**

Bottle & Bond Kitchen and Bar offers competitive starting salary, including a comprehensive benefits package.

The Bardstown Bourbon Company is committed to equality of opportunity in all aspects of employment. It is the policy of The Bardstown Bourbon Company to provide full and equal employment opportunities to all employees and potential employees, without regard to race, color, religion, national or ethnic origin, veteran status, age, gender, gender identity or expression, sexual orientation, genetic information, physical or mental disability or any other legally protected status.