

HARMONIUM

ASSISTANT MANAGER

Our Assistant Manager is a key role within Harmonium, closely working with the Manager, Head Chef and Front of House team to present an attractive, driven and friendly bar and kitchen.

Open since June 2017, Harmonium has quickly developed into a key location for the East Coast's vegetarian and vegan community and is rapidly establishing itself as a local for resident Leithers.

We are part of a larger company which contains Stereo, Mono, The Flying Duck, The 78 and The Old Hairdressers - all Glasgow based. Our ensemble of bars takes every effort to treat our staff fairly and respectfully, thus, part of your job will be to ensure everybody in the space - both staff and customers - have a positive experience during their time with us.

In addition, as animal-free produce spaces, we are committed to the highest standards of avoiding animal-derived produce and promoting a vegan diet and lifestyle. While you don't need to be vegan to work here - and most of our employees aren't - we do expect you to respect the culture and people's choices and beliefs.

The Assistant Manager role is primarily bar based, with a keen eye on service and presentation. You should expect a very hands-on approach and as such, you will bring a pro-active and adaptive attitude to problem solving.

JOB DESCRIPTION

Our Assistant Manager is...

- Respectful and mindful on aspects of vegan lifestyles, and open to learn more
- To take the lead on all aspects of bar management with support from the Manager and chargehands. This includes, but is not limited to...
 - Involvement in all levels of staff management - hiring, training and on-going development, scheduling, disciplinary action
 - On-shift supervision of Bar & Waiting staff, ensuring any PR shifts are fully briefed and provided for
 - Banking, weekly recording of takings and ensuring weekly paperwork is completed and forwarded to relevant parties
 - Ensuring stock is ordered in a timely and appropriate fashion and stock takes and wastage recording are completed in good time
- To work with the Manager & Head Chef to ensure all events and aspects of the bar run smoothly and effectively
- Excellent at all aspects of the Bar & Waiting Staff and Charge Hand positions, in order to present a strong and positive example to other members of staff
- Affable and respectful to all staff, customers, artists and visiting contractors
- Ensuring all lines of communication are upheld and all levels of staff have the information they require to perform their roles effectively
- Monitoring the online reservation system to ensure it is in full working order

- Competent on social media platforms and will respond to messages as required
- Ensuring all health & safety practises are practised and leading by example
- Deputising for the Manager as necessary

SPECIFICATIONS

- A keen interest in expanding and continuing Harmonium's future
- Previous supervisory experience or management experience is essential
- A good eye for detail and a strong work ethic are vital to the role
- A strong ability to prioritise workloads
- Excellent interpersonal skills as well as the ability to organise & communicate information to relevant parties in a timely and appropriate manner
- Regularly available during evenings, nights & weekends and expect to work during these times
- An excellent ability to problem solve and to remain calm in situations others may see as stressful