

Restaurant Assistant Job Description

- Plan and oversee scheduling for the restaurant's members of staff
- Liaise with the management and staff of the restaurant to ensure provision of top quality customer services
- Provide required training to other members of staff, both new recruits and existing staff member
- Listen to inquiries and complaints of customers
- Resolve any issue or disagreement among members of staff and between members of staff and customers
- Cover up for any member of staff that is unavoidably absent from his/her duty post
- Manage and organize all cash and paperwork duties in the restaurant
- Ensure members of staff adapt to the sanitary standards of the organization.