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Internship/Trainee open position information

Company	Tasting East Asian Restaurant / Dragonfish Asia (within the Paramount Hotel)
Company size	Medium sized
Category	Assistant Restaurant Manager internship
Job title	Assistant Restaurant Management intern
Location	Downtown Portland, Oregon
Job type	Internship
Job level	Internship/Trainee depending on education level
Education	Food and Beverage or Restaurant Management students or graduates with an interest in the Culinary/Food and Beverage industry
English level	Advanced
Compensation	\$25,000/year which is approx. \$12.50 / hour (plus possible access to tip pool)
Perks	A shift meal at a 40% discount and a 20% discount off of the food when not working.
Start date:	March 19 th , 2012
Approx Hours per week	Approximately 32-40/week
Length	12 months
Housing	Not provided but company will assist with providing affordable options nearby.
Positions available	1

Tasks and responsibilities

Responsible for providing customer service that reflects the company standards by assisting and maintaining policy, procedure, leadership, coaching, mentoring, training, and management of the restaurant staff. Assuring presentation and service are in keeping with our Brand. To assist with overseeing all restaurant operations adhering to budgeted profit objectives.

Essential duties and responsibilities:

- Demonstrate passion for the Mission Statement by living and breathing Core Service Standards.
- Oversee the operation of the dining room and bar to ensure quality of food and service meets standards as prescribed by General Manager.
- Interviews prospective employees for all restaurant and bar operations insuring that all new hires meet specific hiring criteria.
- Execute training procedures for all restaurant and bar service employees.
- Schedule or monitor the scheduling of all restaurant and bar employees to maintain a high level of customer service while keeping labor within budgeted percentages.
- Ensures all employees have read and understand the Policy and Procedure Manual, and Departmental Procedures Manual.
- Provides ongoing coaching and feedback to all employees to focus individuals on areas that do not meet our Mission Statement or Core Service Standards.
- Conducts exit interviews with employees upon termination or resignation of employees when appropriate.
- Maintain good customer relations with patrons of the restaurant to insure that their needs re addressed.
- Meets with the General Manager to discuss concerns, give suggestions and communicate any other pertinent information to convey creative ways we can improve.
- Attends budget meetings. Researches and assists with preparation of monthly financial results, and annual budgets for the restaurant.
- Administers approved financial budget and ensures budget numbers are met.

- Complete understanding of POS system
- Ensure cash handling procedures and sales reports are maintained in accordance with company policy.
- Knows menu items, portion sizes, prices, location on menu, presentation and ingredients.
- Work directly with the kitchen to resolve any issues that may come up.
- Monitor and adhere to control systems to limit the possibility of theft.
- Submit payroll information to bookkeeper in a timely manner.
- Perform inventories when required.
- Order restaurant supplies as needed.
- Follow accounting procedures as established.
- Acknowledge customers. Build and develop relationship with clientele.
- Assure that all safety, accident, and emergency procedures are followed.
- Maintain proper music and light levels.
- Inspect outside and inside of facility to ensure proper maintenance of a clean and operable facility.
- Assign servers to work stations.
- Assist Greeters with seating and answering phone.
- Assures opening check-lists, shift duties and closing check-lists have been completed.
- Holds daily pre-shift meetings with staff.
- Assists with table clearing and set up as needed.

Qualifications: Must be able to read, write, and follow oral and written instruction and able to make math calculations; must be thoroughly familiar with foods, preparation and service styles; must be able to exercise good judgment and initiative in delegating duties, and maintaining standards of dining service. Must be able to supervise, delegate and work co-operatively with others; must be mentally alert, accurate and have sufficient dexterity to handle food orders and dining room equipment efficiently and safely. Must have high standards in quality of food service and sanitation.

Physical Demands: Stand, walk, stoop most of the working day. Must have health card, OLCC server certification. Carry loads of up to 25 pounds, handle supplies, food in trays, multiple orders of food, wine key, cooking utensils, pots, knives, and other related items, reach, handle, grasp, torque, push or pull carts and items.

Company Description

Dragonfish Asian Café is located in one of Portland's best rated hotels, the Paramount Hotel. Dragonfish Asian Café brings together cuisines from all across Asia, from Bangkok to Beijing. Our Executive Chef cleverly fashions classic Pan-Asian dishes with signature Dragonfish style and offering private dining for up to 60 seated, or 120 cocktail-style.

The Dragonfish Asian Café will be closed for renovations from Monday, January 30th through February. Once renovations are complete, the new restaurant will be rebranded "Tasting East".

<http://www.portlandparamount.com/>

<http://www.portlandparamount.com/Dining/tabid/59/Default.aspx>

<http://www.dragonfishcafe.com/>

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