

WEE BEAN COFFEE ROASTERS

EST. 2015 ♦ 6580 CRAIN HIGHWAY ♦ LA PLATA ♦ MARYLAND ♦ 20646 ♦ 240.776.4485

POSITION	ASSISTANT STORE MANAGER
ANNUAL	\$42,500 - 58,500 PLUS BONUSES (FULL TIME)
SKILLS	The role of the Assistant Store Manager is to lead a team of coffee experts to create and maintain the Wee Bean Experience for our customers and community. The Assistant Store Manager runs the location with attention to detail, creating a vibrant customer culture as well as a healthy team setting. They execute Wee Bean's high standards and hold the team accountable to these standards. The Assistant Store Manager's responsibilities include all day-to-day operations of their location, managing and training barista staff, educating customers on our menu, making recommendations based on customer preferences, monitoring productivity, up-selling special items and taking orders and providing feedback to ensure that staff are providing the best experience to customers. Additionally, the Assistant Store Manager must monitor budgets, including expenses, sales, and profit margins. They also track and maintain inventory to ensure that supplies are available as needed. To be successful in this role, the Assistant Store Manager should have leadership skills, time management skills, organizational skills, customer service skills, knowledge of brewing methods and specialty drinks, and a motivation to keep the store clean and presentable. They should be flexible to work various shifts throughout the weekly schedule.
JOB DUTIES	The goal of the Assistant Store Manager is to increase the profit margins of their coffee shop and to establish a loyal customer base to make the Wee Bean Cafe a local hotspot for the community. RESPONSIBILITIES (INCLUDING, BUT NOT LIMITED TO): • Opening and closing the café. • Recruit, hire, train, and supervise café staff. • Assists the Store Manager • Has tasks delegated to them by the Store Manager and General Manager • Oversees daily operations to ensure overall success of company • Oversees customer service operations to ensure customer satisfaction • Delegates responsibilities to employees based on SM and GM instructions • Performs quality assurance on work completed by employees to ensure it's done correctly and is of high quality • Works closely with employees to provide support • Collaborates with Team Leads to meet training goals • Maintains daily operations as set by the Store Manager • Provides help to employees who have questions about their job duties • Oversees employees to monitor productivity • Trains new employees and monitors employee performance • Collaborates with the Store Manager to interview employee candidates • Performs other managerial tasks when the Store Manager is not present