

Job Specification – Assistant Manager, Allied Arms

The Allied Arms is a small family run pub in the centre of Reading and we are looking for an enthusiastic and reliable Assistant Manager to join our team.

Responsibilities

- You will work closely supporting our experienced General Manager in all aspects of the business, from staff rotas to ordering and taking full responsibility in their absence
- You will be responsible for always delivering exceptional customer service throughout the business
- You will help recruit and train staff to a high standard in line with the requirements of the business
- You will ensure the business runs smoothly on a day-to-day basis
- You will quickly develop a keen understanding of the business and develop strong relationships across the team
- You will need to be hands on and able to lead by example with a meticulous attention to detail
- You will be expected to work during day and evening shifts including weekends and bank holidays where necessary, and help with holiday cover

You must have

- Enthusiasm, great communication skills and a can-do work ethic
- Experience is not essential as full training will be provided
- A personal licence (Or be willing to obtain one swiftly - we can assist with this)
- A DBS check as part of your personal license
- 2 References

The role will be a full time permanent contract approximately 42 hours per week £22,000 annual salary subject to statutory deductions, paid monthly in arrears with 28 days holiday per annum.