

ASSISTANT SITE MANAGER // THE BOK SHOP - BRIGHTON

The Bok Shop are looking for an experienced Assistant Site Manager to aid the Site Manager at our Brighton branch.

Above everything we are seeking people that take pride in their work with warmth and a sense of drive and determination. We are an extremely busy takeaway and delivery business based on East Street. The prospective applicant must be willing to work in a high adrenaline and fast paced environment.

Roles and responsibilities will include but not limited to assisting the Site Manager with:

- Managing stock and working to set percentage targets.
- Managing labour costs to set percentage targets.
- Writing work rotas.
- All aspects of customers service including.
 - Serving customers
 - Email enquiries
 - Phone enquiries
- Ensuring and maintaining hygiene, cleaning and SFBB records.
- Ensuring recipes and specs are followed.
- Dealing directly with suppliers and ensuring the kitchen is stocked to an adequate level.
- Confidently run a busy service and keep wait times low whilst maintaining high quality and well presented food.

The Bok Shop is a free range fried chicken joint, opened in Brighton in 2017 and expanded to Eastbourne and Croydon in 2019 and 2020. We're no ordinary chicken shop! Our menu consists of homemade, fresh ingredients. Our chicken is buttermilk marinated and cooked fresh to order. We cater for vegans and vegetarians with our very own vegan fried 'chikn'.

Alongside a strong work ethic, we are looking for someone who is friendly and has respect for coworkers and customers.

Previous hospitality management experience is essential (at least 2 years) Although this is a more customer facing management role, cheffing experience would be a big bonus.

Bonus knowledge:

- Microsoft Excel
- Delivery platform experience (Deliveroo, Uber Eats, Just Eat)
- Experience on Lightspeed EPOS, Planday, MarketMan

The role is for immediate start with a starting salary of £23k, plus holiday pay, pension options and a bonus system based on performance and cost control.

If this sounds like you please send a CV and a little about yourself and why you'd be good for this role to george@thebokshop.com. Many thanks!

Expected start date: Immediately
Job Types: Full-time, Contract, Permanent
Salary: £23,000.00 per year

