



## **Food Truck Assistant Manager**

### **Duties:**

- Supervise All Staff Members
- Prepare and Submit All Reports
- Prepare and Distribute Payroll
- Recruit and Staff Food Truck
- Reply to Emails
- Create Bids and Proposals for New Business
- Shop for the Food Truck
- Ensure the Food Truck is Stocked with Necessary Items at ALL Times
- Prepare Short Orders: Fryer, Grill, and Sandwich Station
- Clean Work Area
- Thoroughly Clean Truck Daily
- Perform Cashier Duties
- List Items on Hand and Needed Daily

### **Skills/Qualifications:**

- Must Be a Strong Leader, Capable of Building Relationships
- Must Know How to Train and Coach
- Must Be Comfortable Holding Others Accountable
- Must Be Approachable
- Must Maintain Clean Habits
- Must Be Honest and Hardworking
- Must Be Timely
- Must Be Able to Receive and Apply Feedback
- Must Have Own Reliable Transportation
- Management Experience is a Plus
- Culinary/Restaurant Experience is Not a Requirement

### **Locations:**

- Houston, Texas
- Camden, Arkansas

**If interested, please send resume to [Christina@TheFoodPattyWagon.com](mailto:Christina@TheFoodPattyWagon.com). Please use the Subject: Food Truck Assistant Manager**