



Hot Table is a quickly growing family owned chain of fast casual restaurants in the Western/Central Massachusetts and Northern Connecticut markets that specialize in custom made grilled panini sandwiches and fresh soup and salad. Our goal is to provide a memorable dining experience by serving delicious food with exceptional service in a clean and comfortable environment. In addition, we also strive to give back generously to the community and build meaningful relationships with all who come in contact with our company.

Hot Table is seeking entry level management candidates. If customer service is your passion and management is your aspiration, we want to hear from you!

Our ideal candidate is dependable, maintains a positive attitude in all situations, exhibits honesty and integrity, possesses strong organizational, delegation, leadership and communication skills and role models extraordinary customer service.

Hiring Locations: Enfield, CT, Glastonbury, CT, Marlboro, MA

Responsibilities:

- **ADMINISTRATIVE DUTIES** – Monitor and balance store cash; record and analyze sales and expense data; keep up with vendor, employee and customer correspondence.
- **STAFF MANAGEMENT** – Train, schedule, supervise and evaluate employees.
- **INVENTORY MANAGEMENT** - Monitor, purchase and oversee the delivery of food and supplies.
- **STORE MAINTENANCE** – Coordinate building and equipment cleanings and repairs

Qualifications:

- Hospitality or business management background favored
- Must have at least 1 year of experience in customer service industry
- Basic computing skills required
- Experience working with Microsoft Office preferred
- Must have own vehicle
- Must be flexible, willing to work nights, Saturdays and short notice
- Must be able to pass a drug test

Perks:

- Salary
- Quarterly Incentive Bonus
- Paid Vacation
- Health Benefits
- Complimentary Meals
- Growth Opportunities
- Appealing Hours: No late nights, closed Sundays & major holidays

Send resume and reference materials to jobs@hottable.com.