



JOB POSTING

Food & Beverage Assistant Manager

Position:	Food & Beverage Assistant Manager	Status:	Non-Exempt
Department:	Food & Beverage	Full/Part Time:	Full-Time
Reports to:	Director of Food & Beverage	Annual/Seasonal:	Annual
Start Date:	August 2026	Compensation:	\$20.00/hour
Application:	Click Here to Apply	Deadline to Apply:	Open until Filled

ABOUT MILWAUKEE REP

Milwaukee Rep is Wisconsin's largest performing arts organization in terms of audiences served and one of the largest professional theaters in the country. Each year, nearly 300,000 people experience a wide range of productions and events, from Broadway musicals and Shakespeare to American classics and World Premieres. At Milwaukee Rep, we value inclusion, innovation, collaboration, and quality. Our team plays an important role in advancing our mission to ignite positive change in our community through the transformative power of theater. We are committed to building a diverse and inclusive workplace and encourage candidates from a variety of backgrounds and experiences to apply. While few candidates will meet every qualification listed, we encourage individuals who are excited about the opportunity and believe they can contribute to our success to apply.

POSITION SUMMARY

The Food & Beverage Assistant Manager will work to create exceptional guest experiences and managing the front of the house restaurant staff before, during and after service. The Food & Beverage Assistant Manager also assists the Director of Food and Beverage in the day-to-day operations including executing company policies, procedures, and programs as needed. The Assistant Manager should possess the training and leadership necessary to achieve stated objectives in guest service and satisfaction, employee retention, sales, cleanliness and sanitation. The Food & Beverage Assistant Manager will help to support the company by maintaining an excellent work environment by providing leadership, direction and support to team members. This position serves as primary Food and Beverage Manager when the Director of Food and Beverage is not present.

Major Duties and Responsibilities Include:

- Assist in the supervision of team members and establish and maintain open, collaborative relationships and a spirit of teamwork through assisting others in need and that they provide a high level of customer service
- Serve as a role model to demonstrate appropriate behaviors and set a positive example for guest relations
- Demonstrate knowledge of a service-oriented culture
- Perform other FOH positions as needed
- Support ordering of beverages and supplies
- Displays calm under pressure
- Ability to multi-task and give direction
- Maintain a high standard of organization
- Cash handling
- Running closing reports and end of day documentation
- Operation and troubleshooting of POS system
- Controlling the floor and staff to ensure various opening and cut-off times are met
- Monitoring the bartenders and bar guests for overserving
- Responsible for opening and closing procedures
- Assist with stocking, rotating orders, inventory
- Assist with administrative duties as needed
- Acts as Manager when the Director of Food and Beverage is not present
- Other assignments as needed
- Uphold the standards of the organization at all times

REQUIREMENTS OF THE POSITION:

- Previous restaurant supervision experience *preferred*
- High school diploma (or GED)
- ServSafe Food Manager level certification (Or ability to obtain certification within 45 days of employment start date—exam cost covered by Milwaukee Rep.)
- Bartender's license (Or ability to obtain license within 45 days of employment start date—exam cost covered by Milwaukee Rep.), bartending experience *strongly preferred*
- Positive, punctual, articulate, outgoing and welcoming personality
- Must have strong verbal and written communication skills
- Comfortable working with technology
- POS experience, Toast POS *preferred*
- Able to work in an upbeat and often fast-paced environment
- Comfortable giving feedback and direction as well as comfortable receiving feedback and taking direction
- Demonstrated organizational skills and ability to multi-task
- Able to remain calm and efficient in a busy work environment while maintaining a high level of attention to detail
- Must be able to work independently and as part of a collective team
- Must be available for weeknight and evening work

Additional Requirements:

- A willingness to commit to the mission, vision, and values of the theater
- Physical requirements include: Must be able to stand for up to 6 hours at a time. This position frequently lifts, carries, or otherwise moves and positions objects weighing up to 50 pounds unassisted.
- **Ability to pass a background check in accordance with state and/or federal laws**

BENEFITS OFFERED

Employee Benefits

Health & Dental Insurance – Employee contribution to premium
Health Savings Account & Health Reimbursement Account
Flexible Spending Account
403(b) Retirement Plan

Paid Time Off Package including Vacation Time, Sick Leave, Holidays, Parental Leave, Medical Leave.

TO APPLY

Required Materials:

Online Application, Resume, Cover Letter detailing why you are the best candidate for the position.

Deadline:

Applications will be accepted on a rolling basis until the position is filled. All applications must be submitted through the online portal. Any candidate who requires accommodations to submit an online application should contact careers@milwaukeeep.com.

[SUBMIT APPLICATION MATERIALS ONLINE](#)

Milwaukee Repertory Theater is committed to creating a culturally diverse environment and is proud to be an equal opportunity employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, gender, gender identity or expression, sexual orientation, marital status, national origin, genetics, disability, age, or veteran status.