

## Assistant Manager Certification

Store \_\_\_\_\_ Name \_\_\_\_\_

**Employee must have completed SAP 2.0 classes and should have a copy of certificate.**

### Daily Reconcile

1. Opening routine is followed and store is set up on time
2. Can accurately track money and bread shortages
3. Can accurately run the entire shift and complete all duties on that shift (Temp log, inventory, thaw, customer service)

### Inventory

1. Can accurately read and trouble shoot problems on WISR
2. Must be aware of all paperwork necessary for the EOW
3. Has accurately done the Wednesday work including an accurate count

### Week requirements

1. Has completed a video report and is aware of what to look for
2. Has completed an inspection and is aware of what to look for

### Food order

1. Has completed at least 3 accurate truck orders within goal
2. Is aware of purchase goals and truck ordering

### Policy Enforcement and Compliance

1. Is aware of Minor Law
2. Is aware of Subway Corporate inspection procedure
3. Knows all areas of the Temperature log
4. Knows procedures for Maintenance calls
5. Displays outstanding customer service and sets the standard for the entire shift
6. Can handle customer complaints

### Scheduling

1. Has completed a schedule using live IQ

*The expected schedule of a Certified Assistant Manager is to close 2 nights and open the days the manager is off. Certified Assistant MUST work 3 out of 4 weekends a month. The Certified Assistant MUST be willing to transfer to other locations. Recommended By: \_\_\_\_\_ MANAGER  
Supervisor has reviewed with the possible Assistant all materials and recommends them for Certification \_\_\_\_\_ SUPERVISOR*

As a Certified Assistant, I understand I am to follow and enforce all company policies and all decisions I make during my shifts will be in the best interest of the company.

Assistant Manager \_\_\_\_\_