

POSITION TITLE: Shift Leader/ Person In Charge

REPORTS TO: ASSISTANT MANAGER/MANAGER/Supervisor

POSITION SUMMARY:

The Shift Leader performs a variety of duties relating to Quick Service Restaurant (QSR) - greeting and serving guests, preparing product, maintaining food safety and sanitation standards, and completing light paperwork. Trains newer or less experienced Sandwich Artists® in all tasks and responsibilities. Exceptional customer service is a major component of this position. Maintains highest level of honest and integrity at all times

TASKS AND RESPONSIBILITIES:

1. Performs all tasks and responsibilities of a Sandwich Artist® as outlined in Sandwich Artist® job description.
2. Trains newer or less experienced Sandwich Artists® in their tasks and responsibilities.
3. Understands and adheres to all quality standards, formulas and procedures as outlined in the SUBWAY® *Operations Manual*.
4. Maintains a professional appearance and adheres to uniform policy
5. Performs light paperwork duties as assigned.
6. Completes online coursework on the University of SUBWAY® as directed.
7. Identifies Maintenance Issues and contacts maintenance dept., mgr and Supervisor

PREREQUISITES

Education: Some High school or equivalent.

Experience: Experience in QSR environment. Ability to understand and implement written and verbal instruction.

Physical: Must be able to work any area of the restaurant when needed and to operate a computerized Point of Sale system/cash register. Position requires bending, standing, and walking the entire workday. Must have the ability to lift 10 pounds frequently and up to 30 pounds occasionally.

Date _____ Employee Signature _____