

POSITION TITLE: ASSISTANT MANAGER

REPORTS TO: MANAGER/Supervisor

POSITION SUMMARY:

The Assistant Manager supervises daily operations to ensure that food safety, product preparation, and cleanliness standards are maintained. Supervises staff and enforces all company policies.

Maintains standards of restaurant safety and security. 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 shift leader/ person in charge as outlined in the person in charge job description.
2. As needed, supervises food preparation to ensure that food safety and operations standards are maintained.
3. Coordinates and supervises staff so that standards of cleanliness are maintained as outlined in the SUBWAY® *Operations Manual*.
4. Manages a staff of approximately 4 to 12. Assigns, oversees and evaluates work. Recommends promotion, transfer, or termination of employees. May conduct written and verbal staff evaluations.
5. Performs paperwork duties and assists with product orders as needed.
6. Assists mgr with maintenance issues, recruiting and training.
7. Follows all policies on banking procedures
8. Assists with planning of special events and promotions.
9. Completes online coursework on the University of SUBWAY® as directed.

PREREQUISITIES

Education: High school graduate

Experience: Experience in QSR operations, preferably with supervisory experience. Requires excellent communication skills, ability to deal with all levels of employees. Computer knowledge is desirable.

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 _____