

POSITION TITLE: MANAGER

REPORTS TO: Supervisor

POSITION SUMMARY:

Performs and directs all employees. Directs staff to ensure that food safety, product preparation, and cleanliness standards are maintained. Maintains standards of restaurant safety and security. Recruits staff and oversees training program. Responsible for inventory and money control systems. Responsible for local marketing initiatives. Maintains business records. Exceptional customer service is a major component of this position. Maintains highest level of honesty and integrity at all times.

TASKS AND RESPONSIBILITIES:

1. Completes and posts the staff work schedules. Two weeks must be posted at all times.
2. Recruits, rewards and terminates staff as needed.
3. Communicates changes of food preparations formulas, standards, etc. to staff.
4. Ensures that all local and national health and food safety codes are maintained and company safety and security policy are followed.
5. Maintains business records as outlined in the SUBWAY® *Operations Manual*. Analyzes business records to increase sales.
6. Supports local and national marketing initiatives.
8. Plans special events and promotions.
9. Abides by and enforces all company policies including uniform policy, cash handling policy, and ordering policy.
10. Must work a minimum of 50 hours per week
11. Must be able to work open, nights, close and weekends.
12. Responsible for store operations from open to close. Must be available to work any hours any shift any day
- 13 Responsible for store financial performance (purchases and labor) Must meet the goals set by the company
14. Completes online coursework on the University of SUBWAY® as directed.

PREREQUISITES

Education: High school graduate or equivalent, college degree preferred.

Experience: A minimum of two (2) years in QSR environment, experience in supervising and training staff. Excellent verbal and written communication skills.

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. Must have the ability to work a minimum of 50 to 60 hours a week.

Date _____ Employee Signature _____