

Big Jim's Drive-In Manager on Duty/Supervisor \$14-\$16 DOE

Big Jim's has been serving The Dalles community since 1966. We cook our hamburgers to order and "are made with love" as our slogan states. Serving a traditional American menu we also have ice cream, shakes, fried items, soups, sandwiches and salads.

We are looking for a Manager on Duty/Supervisor position. Prior experience is preferred. Teamwork makes our store run the right way.

Qualifications

- High school or equivalent (Preferred)
- Night Shift (Preferred)
- Day Shift (Preferred)
- Driver's License (Preferred)
- US work authorization (Preferred)

Full Job Description

SUMMARY:

Shift Managers are trained to perform all the duties performed by the Crew Members, with additional responsibility for directing the daily operations of a restaurant in the Restaurant General Manager's absence, ensuring compliance with company standards in all areas of operation including product preparation and delivery, customer relations, restaurant maintenance, team management, inventory management, financial accountability, and other duties as required or assigned.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Leads Crew Members and directs all daily operations of the restaurant in the absence of the General Manager including supervising and training employees, opening and closing the store, ensuring all food preparation is complete, managing employee breaks and shift changes, and completing shift summary reports.
 - Motivates and coaches Crew Members, and assists in the training of new Crew Members.
 - Excels in performing all Crew Member tasks including: runner/frontline coordinator, order taker/ dining room attendant, grill operator, bagger, fry station, drinks and cashier.
 - Works as a team player to support other employees in completing their tasks.
 - May assist General Manager in day to day operations with tasks including scheduling, ordering, and team development.
 - Ensures that the Occupational Safety and Health Act, local health and safety codes, and company safety and security policies are followed.
 - Ensures the restaurant is in compliance with the preventative maintenance program with regards to facility, equipment, and grounds maintenance.
 - May assist General Manager in recruiting, interviewing, and hiring of Crew Members.
 - Maintains fast, accurate and outstanding service, ensures an excellent customer experience, and makes sure all products are consistent with company standards.
 - Completes all other duties as assigned.

QUALIFICATIONS GUIDELINES:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or

ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION/EXPERIENCE:

- High School diploma or equivalent preferred.
- ServSafe Certification is preferred.
- 1-2 years of supervisory experience in a food service or retail environment preferred.

LANGUAGE ABILITY:

This position requires excellent written, verbal and group communication skills. This position also requires the ability to read, analyze, create and interpret general business memos and documents.

MATH ABILITY:

This position requires basic business math skills.

REASONING ABILITY:

This position requires strong problem solving and decision-making skills, and the ability to be flexible and adapt in any situation.

COMPUTER SKILLS:

Basic computer skills are required in order to operate POS (cash registers) systems.

SUPERVISORY RESPONSIBILITIES:

This position requires occasional supervisory responsibilities in the absence of the General and Assistant Managers.

PHYSICAL DEMANDS:

This position will require long periods of standing on hard surfaces, occasionally in warm temperatures. There is also likely to be extensive lifting of supplies and materials and moderate to loud noise. The use of hands and arms to reach for, grasp and manipulate objects is required. Finger dexterity may be required for cash register use. There will be constant exposure to hot equipment and oil throughout the work day.

The above job description is not intended to be an all-inclusive list of duties and standards of the position. Incumbents will follow any other instructions, and perform any other related duties, as assigned by their supervisor, policy and company management.

Big Jim's Drive-In is an Equal Opportunity Employer and Prohibit Discrimination and Harassment of Any Kind.