

STATUS: Full

Time

SHIFT:

First / Day Second / Afternoon Third / Night

APPLY NOW

JOB CATEGORY: Restaurant

Management

JOB LINK:

[Direct job link](#)

Position Purpose: To manage one or more Arby's restaurants toward the attainment of agreed upon Company goals and profits, while working within the framework of DRM's corporate Philosophy, Purpose, Mission Statement, Vision, Action, policies and objectives. An independent leader that consistently exceeds expectations in all areas of operations, including training and development; with little to no supervision.

Essential Duties & Responsibilities

Enhance the overall guest experience by providing outstanding product / service to increase sales and profit.

Work Quarterback position lunch, dinner and weekends, monitoring quality food and service.

Ensure restaurant is 100% staffed with quality Team Members.

Ensure an effective manager and team schedule completed and posted each week.

Ensure full implementation of new employee orientation and current hourly training program.

Purchase food, beverages, and supplies as needed and oversee preparation to ensure that every product served meets high standards of product quality.

Supervise and motivate Team Members and Shift Managers to perform to their highest possible level of ability.

Review the performance of all Team Members, Shift Managers and Assistants a minimum of once per year.

Execute systems daily to ensure a clean, organized restaurant, in order to deliver quality foodfast & friendly.

Responsible for initiating and implementing approved Local Restaurant Marketing ideas.

Review profit and loss statements and progress toward goals with the District Manager each period. Take action to solve problems as necessary.

Continually help develop Assistants in the operation of an Arby's restaurant and prepare them for Unit Manager Responsibilities. Removes any obstacles preventing growth and development.

Utilizes and has completed SMTP, AMTP, GMTTP and DFW courses effectively to develop and prepare team members and managers for growth opportunities. Identify and train shift managers.

Ensure all marketing plans are executed on time and accurately to build repeat customer visits.

Maintain high standards of service throughout the operational day by demonstrating management by example.

Utilize all management tools to keep neat, accurate and current records.

Operate in accordance with established performance, profits, and operating standards as set forth in the OSM.

Have a good working knowledge of all equipment and assume responsibility for preventative maintenance of restaurant.

Communicate openly and honestly in a fair, respectful manner with peers, subordinates, and superiors about plans, progress, and problems.

Provide leadership by engendering excitement, enthusiasm, a positive attitude and a commitment to "Excellence."

Responsible for increasing sales and making a profit through exceptional guest service and cost control.

May coach, give written warnings, suspend and terminated employees for disciplinary action.

Maintain an attitude of flexibility that allows performance above and beyond the parameters of this position description.

Ensure the accurate and timely delivery of bank deposits as scheduled.

Required to be on time and present for work.

Perform other related duties as required and assigned by management.

Maintains accurate accounting of all hours worked.

Job Tasks

Position Duties Employee Counseling, written documentation

Guest Experience and suspensions

Team Member Handbook Compliance Team Member Orientations

Train all new employees In-restaurant Team Meetings

Provide Limited Guidance to Team Members New hire / Employee File Maintenance

Hourly Rounds Completed Team Recruiting, Screening, Initial Interviews

Opening/Closing Procedures Reference Checks

Safety/Security Compliance Assist In Positively Impacting Restaurant

Food Sanitation Compliance Controllable Income

Cash Procedure Accountability Pre-Promotion Planning

Send Home Crew for Disciplinary Reasons Crew Final Interviewing, Hiring

Inventory Completion/Accuracy Month-end Inventory Analysis

Waste Control Team Member Performance Evaluations

Labor Control In-restaurant Manager Meetings

Ensure CAPS Profit and Loss Review

Enforce Minor Labor Restrictions Employee Development

Daily / Weekly Order Receiving Preparation For Weekly DM Meeting

Oversee Hourly Training Equipment Preventative Maintenance

Train the Unit Trainer Shift & Assistant Manager Development

Management Handbook Compliance Management Schedule

Labor Law Compliance Management Performance Evaluations

Inventory Maintenance In-restaurant Product Rollout

Development Coaching & Feedback Profit and Loss Responsibility &

Incident Reporting Accountability

Maintenance Duties Employee Terminations
Goal Setting Local Restaurant Marketing & Community
Sales & Labor Projections Involvement
Scheduling Facility Maintenance
Weekly Product Ordering Sales Accountability
In-restaurant Marketing Maintenance Cost of Sales Accountability
Weekly Variance Analysis Controllable Accountability
Month-end Inventory

Hiring Requirements

3 - 5 years or more management experience or education equivalent in retail/restaurant industry.

High School Diploma or GED preferred, not required.

Valid driver's license.

Available to work all shifts (days, nights, and weekends).

Background check completed satisfactorily.

Ability to meet tight deadlines and work in a fast-paced environment.

Ability and desire to work independently as well as with a variety of personalities.

Must demonstrate effective oral communication skills.

Physical Environment

Standing work only – occasionally kneel, crouch or reach.

Minimally required to sit and use hands for light office work.

Occasionally reach with hands and arms; climb stairs; balance, stoop, kneel, crouch or crawl; talk or hear; taste or smell.

Occasionally lift and/or move up to 50 pounds.

Specific vision abilities required by the job are close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

The specific statements shown in each section of this description are not intended to be allinclusive.They represent typical elements and criteria considered necessary to perform the jobsuccessfully. The Company recognizes that an individual with a disability may require anaccommodation to enable him/her to successfully perform a job function. Consideration will begiven to reasonable accommodations.