

COMPANY: DRM

Arby's

POSITION: Assistant

Manager

DEPARTMENT:

Restaurant Assistant Management

STATUS: Full

Time

SHIFT:

First / Day Second / Afternoon Third / Night

REQ #:

1808833

APPLY NOW

LOCATION: Job Location Address Map

2600 N. Baltimore St., Arby's

Kirksville, MO, 63501, US

JOB CATEGORY: Restaurant

Management

JOB LINK:

[Direct job link](#)

Position Purpose: To manage an Arby's restaurant 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.

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.

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

Assist in providing Team Members and Shift Managers with the appropriate training.

Prepare an effective weekly team member schedule that meets scheduling and labor guidelines.

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

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

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

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

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

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, and suspend employees during a work shift. Makes recommendations to higher management regarding further 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.

Actively attending all required Assistant Manager DFW Workshops.

Job Tasks

Position Duties Inventory Maintenance

Guest Experience Development Coaching & Feedback

Team Member Handbook Compliance Incident Reporting

Train all new employees Maintenance Duties

Provide Limited Guidance to Team Members Goal Setting

Hourly Rounds Completed Sales & Labor Projections

Opening/Closing Procedures Assists in Scheduling

Safety/Security Compliance Assists in Weekly Product Ordering

Food Sanitation Compliance In- restaurant Marketing Maintenance

Cash Procedure Accountability Weekly Variance Analysis

Send Home Crew for Disciplinary Reasons Assists in Month-end Inventory

Inventory Completion/Accuracy Employee Counseling, written documentation

Waste Control and suspensions

Labor Control Team Member Orientations

Ensure CAPS In-Restaurant Team Meetings

Enforce Minor Labor Restrictions New hire / Employee File Maintenance

Daily / Weekly Order Receiving Team Recruiting, Screening, Initial Interviews

Oversee Hourly Training Reference Checks

Train the Unit Trainer Assist In Positively Impacting Restaurant

Management Handbook Compliance Controllable Income

Labor Law Compliance MTP Certified

Hiring Requirements

1 year 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, 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.

Position requires employees to be on time and present at work.

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 job successfully. The Company recognizes that an individual with a disability may require an accommodation to enable him/her to successfully perform a job function. Consideration will be given to reasonable accommodations.