

Baggin's Gourmet Sandwich & Catering

Job:	Lobby
Description:	Welcome customers, provide menu knowledge, take out orders to customers in lobby, help customers with refills and order fulfillment.
Wage:	Minimum wage and up

Key Notes:

- ★ Read , write & comprehend at a high school level
- ★ Use proper language & speak professionally at all times.
- ★ Use loud assertive voice in lobby
- ★ Move quickly under time restraints
- ★ Able to converse with customers in a welcoming manner
- ★ Maintain positive attitude under pressure of mounting work
- ★ Understand sense of urgency at all times
- ★ Work in loud and pressured environment
- ★ Lift 20 to 30#
- ★ Awareness of self and area cleanliness & maintain this status
- ★ Abide all Baggin's, Inc safety regulations
- ★ Hear & comprehend order/changes under pressure
- ★ Communicate and relay all specials and current Baggin's events
- ★ Knowledgeable on store and company information
- ★ Tolerate all cleaning supply products without sensitivities
- ★ Knowledge of basic office equipment
- ★ Clean and organize area and maintain this status at all times

I agree and I understand this position's job duties. I am committed to mastering the above skills and job duties as well as following Baggin's policies and procedures within 30 days of this signature.

Signature

Date

