

Baggin's Gourmet Sandwich & Catering

Job:	Management
Description:	Manage all aspects of running a location. Hiring, training and labor control, increase sales as well as marketing, order, prepare and control food costs to Baggin's, Inc standards.
Wage:	2000/month and up

Job tasks & duties

General tasks

- ★ Understand all job duties for lobby
- ★ Understand all job duties for sandwich maker
- ★ Understand all job duties for grill person
- ★ Understand all job duties for expeditor
- ★ Understand all job duties for cashier and phone person
- ★ Understand all job duties for delivery driver
- ★ Able to lift 30 to 50# with bending.
- ★ Able to withstand prolonged standing.

Employee & Labor Administration

- ★ Recruit and maintain staff in relation to sales
- ★ Create positive employee relations & work environment
- ★ Timely properly filled out mandatory employment forms

Financial Administration

- ★ Responsible for all daily sales deposits according to Baggin's Inc procedure.
- ★ Responsible for all petty cash including drawers and driver bags
- ★ Maintain proper and correct money handling procedures.

Bookkeeping Administration

- ★ Reconcile daily sales sheet
- ★ Reconcile credit card, Baggin's charge, paid out, void, comps and gift card entries
- ★ Reconcile all coupon & discount tracking as necessary

Safety Administration

- ★ Responsible for the safety of employees and customers within location
- ★ Understand MSDS sheets per commissary manager
- ★ Follow all OSHA and restaurant safety standards

Food & Administration

- ★ Order, prepare and store food according to sales and Baggin's, Inc standards
- ★ Understand Baggin's, Inc procedures on preparing all Baggin's, Inc menu items

Management continued.....

Please understand that all policies and procedures must be understood, implemented and trained according to Baggin's, Inc standards.

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 90 days of this signature.

Signature _____

Date _____