

Job Opening Form



COMPANY NAME	Culver's of Prescott		
ADDRESS	3125 Willow Creek Rd	CITY	Prescott
JOB TITLE	Manager		
SALARY	\$18/hour		
OPENING DATE	11-30-2021	CLOSING DATE	12-01-2022

JOB DESCRIPTION

JOB SUMMARY

Maintains excellence in guest service and quality control of operations consistently to ensure the company mission is attained.

PAY RATES

Full-Time Preferred Availability: 40 hrs. a week or more average, available open to close.

ESSENTIAL FUNCTIONS

1. Runs shifts effectively to ensure quality products, guest service, and restaurant cleanliness meet system standards.
2. Consistently ensures guests receive quality products in five minutes or less for in house orders and four minutes or less for drive thru orders.
3. Ensures proper product quality control, presentation and hold times according to the Operations Training Manual, Order Assembly.
4. Accesses financial information and completes weekly sales and labor during their shift.
5. Routinely monitors and coaches team on safety best practices related to the Culver's hazard communication program and workplace safety.
6. Empowers team to handle guest comments "the Culver's way."
7. Ensures team is knowledgeable concerning products and guest service.
8. Demonstrates and maintains a positive attitude among team members.
9. Demonstrates and ensures proper personal hygiene and food safety practices are maintained in the restaurant.
10. Displays point of purchase (P.O.P.) materials timely according to the current marketing campaign.
11. Demonstrates proficiency on all restaurant positions.
12. Provides ongoing development of crew chief and shift leader using the management development workbooks.
13. Maintains an adequate team on each shift to meet labor cost standards.
14. Ensures proper follow up of visitation and full field reports, including but not limited to cleanliness, hospitality, and ground appearance.
15. Performs daily morning, afternoon and evening restaurant tours

16. Prepares and reviews daily reconciliation report against daily control totals from cash register system ensuring accuracy.
17. Runs financial report, counts afternoon drawers, enters drawer pickups and completes daily.
18. Ensures team is cross-trained by the training team effectively.
19. Help identify and develop candidates for the crew chief position.
20. Completes food inventory order accurately, using forecasts and projections based on current restaurant sales.
21. Observes and maintains daily inventory levels accurately, based on current restaurant sales.
22. Ensures shelf life, rotation of inventory and tempering sheet is maintained.
23. Delegates and ensures the accurate completion of the Quality Control/Safe Food Checklist and First In-First Out product rotation.
24. Completes end-of-the month inventory procedures accurately.
25. Delegates restaurant and equipment cleaning.
26. Directs weekly and monthly odd jobs to team assigning them to daily deployment sheet.
27. Demonstrates positive and effective role modeling for all team members through appearance and attitude.
28. Follows restaurant policies and procedures consistently.
29. Demonstrates and ensures team is following system standards for uniforms and appearance.
30. Attends all manager and team member meetings.
31. Follows and encourages team to follow all restaurant policies and procedures.
32. Checks e-mail and extranet twice daily during each shift and responds as necessary.
33. Uses radiant for cash counting procedures.

QUALIFICATIONS

- Strong decision making skills with the ability to develop and sustain a high performing team.
- Ability to build relationships and foster a positive and friendly environment.
- One to two years leadership experience or equivalent combination of education and experience.

PHYSICAL ABILITIES

- Stand Constantly
- Walk Constantly
- Sit Occasionally
- Handling Constantly
- Lift / carry 10 lbs or less Constantly
- Lift / carry 11-20 lbs Constantly
- Lift / carry 21-50 lbs Frequently
- Lift / carry 51-100 lbs Occasionally

MINIMUM QUALIFICATIONS

- Strong decision making skills with the ability to develop and sustain a high performing team.
- Ability to build relationships and foster a positive and friendly environment.
- One to two years leadership experience or equivalent combination of education and experience.

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HOW TO APPLY

E-MAIL:	akwilliamsonfarms@gmail.com
TELEPHONE:	620-682-2102 ; Text PrescottCulvers to 85000
ONLINE:	https://apply.jobappnetwork.com/culvers?city=Prescott&keywordsFilter=&state=Arizona or: https://www.culvers.com/careers