



"THE HOMETOWN FOLKS"

Job Description

Food Service Manager

Hours for Full Time Staff can vary based on the needs of the store to give proper customer service. Stores that are not 24 hour may have shorter or longer shifts as needed. Basic shifts are:

- 1st: 6 am to 2 pm
- 2nd: 2 pm to 10 pm
- 3rd: 10 pm to 6 am

As an employee you are expected to work diligently and keep the interest of the company in mind at all times. Our policy is to deal with our employees fairly and honestly, and we would expect the same from you. We recognize and respect each employee as an individual with personal ambitions and goals. In order for you to grow along with us, we would expect you to share the ambitions, problems, successes and rewards of Quik Shoppe, and by both of us working together could make our company a great place to work.

EXPECTATIONS:

Customer Service

- Greet customers as they enter the store.
- Exceed ALL of their expectations.
- Always thank the customer and ask them to come back.
- Suggestive Selling is required.
- Dependable
- Follow the Quik Shoppe dress code.

Shift Duties

- Help keep the Coffee and Fountain area fresh, well stocked and clean.
- Bathrooms checked hourly and cleaned as needed.
- Maintain clean, stocked and fresh deli case.
- Determine what to do with leftovers from the day before.
- Keep all surfaces clean and sanitized as needed.
- Hair net or ball cap worn at all times.
- Hands washed properly and gloves worn when handling food.
- Dishes cleaned and sanitized.

Sales and Paperwork

- Maintain a neat work area; complete all paperwork efficiently and accurately.
- Order and Receive all product.
- Weekly inventory, make sure product is rotated.
- Scheduling
- Pizza and Product waste sheets completed daily.
- Make and waste daily logs.
- Complete ServSafe class.

Communication

- Communicate any shortages that need attention.
- Relay situations involved with security of the store that occurred on your shift, shoplifting, customer injuries, etc.
- Communication with the manager is good teamwork.

The above listed duties are essential functions and other duties may be required. Duties are subject to change at the discretion of management.