



Gregory Enterprises
1671 Lake Street
Warsaw, IN 46580
(574) 267-3900

Warsaw Locations:

1671 Lake St.
Warsaw, IN 46580
(574) 267-3800

2862 Frontage Rd
Warsaw, IN 46580
(574) 269-3111

222 N Detroit St
Warsaw, IN 46580
(574) 269-3300

3501 Walton Way
Warsaw, IN 46580
(574) 371-8400

Other Locations:

1414 W Plymouth St
Bremen, IN 46506
(574) 546-3300

206 N Higbee
Milford, IN 46542
(574) 658-9700

649 N. Main Street
N. Webster, IN 46555
(574) 834-5558

175 North Miriam St
Nappanee, IN 46550
(574) 773-2888

804 S Huntington Rd
Syracuse, IN 46567
(574) 457-5700

www.gregorysubway.com
jobs@gregorysubway.com

POSITION TITLE: ASSISTANT MANAGER

REPORTS TO: MANAGEMENT

As an Assistant Manager you implement supervisory skills and apply them to the daily operations of the restaurant. This includes managing staff and assisting in hiring and scheduling of employees.

You will also learn how to handle incidents that may occur at the restaurant. Successfully completing these tasks, and setting a good example for your staff, will prepare you for the next level.

POSITION SUMMARY:

The Assistant Manager supervises daily operations to ensure that food safety, product preparation, cleanliness and inventory control standards are maintained. Schedules and supervises staff. Maintains standards of restaurant safety and security. Exceptional customer service is a major component of this position.

TASKS AND RESPONSIBILITIES:

- Performs all tasks and responsibilities of a Shift Manager as outlined in the Shift Manager job description.
- As needed, supervises food preparation to ensure that food safety and operations standards are maintained.
- Coordinates and supervises staff so that standards of cleanliness are maintained as outlined in the Subway® Operations Manual.
- Manages a team staff of approximately 4 to 12. Assigns, oversees and evaluates work. Recommends promotion, transfer, or termination of employees. May conduct written and verbal staff evaluations.
- Performs paperwork duties and assists with product orders and inventory as needed.
- Assists with planning of special events and promotions.
- Completes University of Subway® courses as directed

PREREQUISITES

Education: Some high school or equivalent.

Experience & Skills: No previous experience required. Ability to understand and implement written and verbal instruction.

Physical: Must be able to work any area of the restaurant when needed and to operate a computerized Point of Sale system/cash register. Position requires bending, standing, and walking the entire workday. Must have the ability to lift 10 pounds frequently and up to 30 pounds occasionally.

*Subway® Restaurant owners may require other duties