



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: SANDWICH ARTIST®

REPORTS TO: MANAGEMENT

POSITION SUMMARY:

The Sandwich Artist® greets and serves guests, prepares product, maintains food safety and sanitation standards, and handles or processes light paperwork. Exceptional guest service is a major component of this position.

TASKS AND RESPONSIBILITIES:

- Exhibits a cheerful and helpful manner while greeting guests and preparing their orders.
- Demonstrates a complete understanding of menu items and explains them to guests accurately.
- Uses Point of Sale system/cash register to record the order and compute the amount of the bill. Collects payment from guests and makes change.
- Performs Cash-In Procedure- accounting for all forms of money, bread, etc., during the shift.
- Prepares food neatly, according to formula, and in a timely manner.
- Checks products in sandwich unit area and restocks items to ensure a sufficient supply throughout the shift.
- Understands and adheres to proper food handling, safety and sanitation standards during food preparation, service and clean up.
- Cleans and maintains all areas of the restaurant to promote a clean image. Understands and adheres to the Wash, Rinse, and Sanitize method of cleaning.
- Understands and adheres to all quality standards, formulas and procedures as outlined in the Subway® Operations Manual: Daily Procedures.
- Maintains a professional appearance and grooming standards as outlined in the Subway® Operations Manual: Daily Procedures.
- Performs light paperwork duties as assigned.
- 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.