



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: MANAGER

The Manager is an energetic leader who displays operational excellence in every area, as well as hires, trains and schedules employees.

You will be responsible for inventory and money control systems and will be the point person for marketing initiatives.

A good Manager sets the tone, stays calm under pressure, inspires a customer-oriented team and creates a culture of respect and collaboration.

POSITION SUMMARY:

The Manager performs and directs overall restaurant management. Directs staff to ensure that food safety, product preparation, and cleanliness standards are maintained. Maintains standards of restaurant safety and security. Recruits staff and oversees training program. Responsible for inventory and money control systems – may establish inventory schedules. Responsible for local marketing initiatives – may contact prospective customers to promote sales. Maintains business records. Exceptional customer service is a major component of this position.

TASKS AND RESPONSIBILITIES:

- Completes and posts the staff work schedules.
- Recruits, rewards and terminates staff as needed.
- Communicates changes of food preparations formulas, standards, etc. to staff.
- Ensures that all local and national health and food safety codes are maintained and company safety and security policy are followed.
- Maintains business records as outlined in the Subway® Operations Manual. Analyzes business records to increase sales.
- Supports local and national marketing initiatives.
- Identifies and contacts prospective customers to promote sales.
- Plans special events and promotions.
- Completes University of Subway® courses as directed

PREREQUISITES

Education: Some high school or equivalent.

Experience & Skills: A minimum of two (2) years in a restaurant environment, experience in supervising and training staff. Excellent verbal and written communication skills.

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.