

# Employment Opportunity

January 8, 2018

## **Subway Manager**

### **Summary**

The Subway Manager has the overall responsibility of an effective/efficient operation and positioning the business at profit. The Subway Manager will report directly to the Chief Executive Officer of Samson Management (2009) Ltd.

### **Position Requirements**

- Completes and posts the staff work schedules.
- Strict compliance of business records and operations as outlined in the Subway Operations Manual.
- Inputs and analyzes weekly business reports to evaluate and increase sales.
- Communicates changes of food preparations formulas, standards, etc. to staff.
- Supports local and national marketing initiatives.
- Ensures that all health and food safety codes are maintained
- Ensures company safety and security policy are followed.
- Recruits, rewards, trains and terminates staff as needed.
- Identifies and contacts prospective customers to promote sales.
- Plans special events and promotions
- Ensure food service and quality control
- Ensures competitive pricing strategies
- Hire, evaluate, promote, discipline and terminate employees as required
- Supervise and co-ordinate activities of staff who prepare and portion food
- Maintain inventory of food and supplies
- Good speaking, computer, and financial skills as well as ability to tactfully deal with staff and customers
- Create and present an annual Business Strategic Management Plan and Budget for the following year to SML Management. This will authorize expenditures in accordance to the budgets.
- Create and present quarterly business progress reports to the General Manager.

### **Working Conditions**

The Manager works in a fast-food restaurant environment. Their position requires bending, standing, and walking the entire workday. Must be able to lift 10 lbs. frequently and up to 50 lbs. occasionally.

### **Education/Experience**

- High school graduate or equivalent, college degree preferred.
- A minimum of two (2) years experience in management and training staff.
- Ability to take Subway management training as necessary.

### **Employment Opportunity**

This is a regular full-time position with a six month probationary period. Continued employment is dependent upon successful completion of the probationary period.

**Closing Date:** January 26, 2018

Interested persons are requested to submit a resume by mail, email, personally, or fax to:

**Samson Management (2009) Ltd.**  
**Box 539, Maskwacis, Alberta T0C 1N0**  
[swagner@smlcorp.com](mailto:swagner@smlcorp.com)  
**Telephone: (780) 585 – 2468      Fax: (780) 585-5393**