

Santino's Pizza and Grinders Job Requirements

1. Statement of the Job

A. Every employee is responsible for the utmost in:

- Quality of our products
- Prompt courteous service
- Excellent sanitation and cleanliness
- Creating an enjoyable, comfortable dining or carry-out atmosphere

2. The Duties and Responsibilities are:

A. General Store Operations

- The number one duty of all employees is to have each customer want to return because of the way you have treated them.
- Performs specific tasks as assigned by the team leader
- Adheres to all city, county, state, and federal regulations
- follows the work schedule as posted, unless a change in the schedule is pre-arranged with the team leader
- stays familiar with the company price books and all bulletins and messages issued from the office
- Be flexible – it may be required that you work in more than one location
- Be available to work as early as 8am and as late as 11pm
- Follow all portioning guidelines
- Follow all standard recipes
- Properly clean and maintain all equipment

B. Security

-Shares the responsibility for controlling the inventory on shift or in the store by:

1. Ringing all items correctly on the cash register.
2. Paying for all of your purchases.
3. being aware of all customer activity in the store

-Follows company policy with regard to the amount of cash in registers

-Follows correct vendor check-in procedure defined in company vendor policy.

-Be thoroughly versed in company policy concerning:

1. Opening and closing
2. Robbery
3. Pilferage

4. Fire prevention and response to emergencies
5. Power failure

C. Safety

- Follow the company safe food handling guidelines
- Use and report discrepancies on safety checklist
- Immediately report all injuries to your supervisor, no matter how minor
- Use all equipment in a prudent, safe manner only after having been instructed in its use

3. The Prospective Applicant Should:

- Be able to speak, read, understand, and write the English language
- Be able to hear sufficiently to respond to customers as well as signals from equipment in the store
- Be able to perform basic math (add, subtract, multiply, and divide)
- Have sufficient vision to read invoices, recipes, prices, and code dates
- Be able to lift 25 pounds with assistance
- Be able to handle exposure to cleaning products
- Be able to climb a ladder to clean windows, air conditioning vents and change air filters
- Be able to react to a fire by lifting a 25 pound extinguisher and moving it to the fire area
- Be able to sweep and mop floors, dust, lift, and carry trash containers
- Be able to clean parking lot grounds
- Be able to work in coolers at 34 – 38 degrees for up to 15 minutes

Disclaimer

This list of requirements, duties, and responsibilities is not exhaustive, but merely the most accurate list for the current position available. Management reserves the right to revise the job description and to require that other tasks be performed then the circumstances of the job change (i.e. emergencies, personnel changes, workload changes or technical development).

Date Read: _____ Signed: _____