



# RESTAURANT POSITION DESCRIPTIONS

Although the number and type of positions vary from location to location, the following are the basic positions and requirement for most Lennys Grill & Subs® locations.

Because staffing is up to the discretion of each franchisee, the exact duties, responsibilities, and requirements may vary.

Within the Lennys Grill & Subs® system, there are restaurants that are Company-owned and operated, as well as restaurants that are owned and operated by independent franchisees.

When searching for and applying for jobs on this page, you will see restaurant jobs for both Company-owned and franchisee-owned restaurants. Positions listed for a job at a franchisee-owned restaurant have been posted here at the franchisee's option. Franchisees are solely responsible for employment matters at the restaurants that they own and operate, including hiring, firing, discipline, supervisions, staffing, and scheduling employees.

Lenny's Holdings, LLC, has no control over employment matters at franchisee restaurants and bears no responsibility for hiring decisions.

# CASHIER JOB DESCRIPTION

## Primary Responsibilities:

- Smile and greet guests as they come in
- Acknowledge loyal guests & new guest introduction
- Help guests with questions about our menu
- Accurately take guest orders
- Operate a Point of Sale register and count cash, make change
- Upsell
- Ask guests if they are a member of our rewards program. If not, encourage sign ups and explain how the rewards program works
- Ensure guest is given the correct order
- Invite guests to leave a review about their visit
- Thank guests for their business
- Follow brand dress code standards.
- Cleaning in accordance to the brand's sanitary standards
- Performs frequent washing and sanitizing of: food areas, food preparation tools, and hands.

## Secondary Responsibilities:

- Restock product.
- Refill drinks for guests in the dining room
- Clean and sanitize tables
- Clean and restock drink station
- Sweep and mop station as needed
- Perform other job-related duties as assigned or required

# SLICER & DRESSER JOB DESCRIPTION

## Primary Responsibilities:

- Smile and greet guests as they come in and thank them for their business
- Interact and make conversation with guests
- Accurately take guest orders
- Accurately cook grilled subs to order
- Slice meat and cheeses for deli subs and salads
- Dress sandwiches correctly, per brand specifications and customer order
- Cleaning in accordance to the brand's sanitary standards.
- Performs frequent washing and sanitizing of: food areas, food preparation tools, and hands.
- Maintain company dress code standards

## Secondary Responsibilities:

- Refill drinks for guests in the dining room
- Clean workstations, restrooms, and lobby
- Kitchen prep as needed
- Wash dishes
- Restock product
- Perform other job-related duties as assigned or required.

# GRILL COOK JOB DESCRIPTION

## **Primary Responsibilities:**

- Review the prep ticket for special requests
- Keep tickets in the order they were received
- Accurately prepare grilled subs to order and per brand standard
- Follow brand dress code standards

## **Secondary Responsibilities:**

- Kitchen prep as needed
- Wash dishes
- Prepare back ups
- Empty trash
- Break down boxes
- Sweep and mop kitchen station as needed
- Perform other job-related duties as assigned or required.

# SHIFT MANAGER JOB DESCRIPTION

This leadership position will need to achieve sales and profitability growth by building guest loyalty and delivering an outstanding guest experience. Additional activities required for winning include successful marketing and promotional efforts in the community, inventory and expense control and team management and development. This position is responsible for recruiting and training new team members, therefore, outstanding leadership abilities are also required.

While having a great time in the restaurant, the Shift Manager will also need to:

- Lead operations of the restaurant and provide a Great Experience, Every Time.
- Hire, develop, and schedule like-minded team members. (The kind folks that you'll enjoy working with every day and that want to serve our guests.)
- Manage a staff of 10-15 and develop them to have fun while serving too!
- Place food orders and conduct weekly inventories
- Have high attention to detail and seek growth opportunities
- Get in on all the excitement!
- Perform other job-related duties as assigned or required.

## **Position Requirements:**

- Restaurant Experience is required
- Must have management experience over at least 5-10 employees
- Must Pass Background Check