

Certified Trainer Position Description – Non Exempt

Team Member Name: _____

Reports To: Manager or Shift Leader on Duty

Minimum Age: 18 years old

Minimum Required Work Periods: All Holidays; All Days and Nights as Needed

Summary

Assist the management team in all training aspects of the Perkins Systems & Standards so as to provide your unit with knowledgeable Team Members who display an acceptable level of skills necessary to perform the responsibilities of their position by building confidence and creating new partnerships between Team Members.

Being a Certified Trainer sets you apart from others and recognizes your leadership ability and consistent fine work.

▶ **Qualities**

- Dependability - you must set an example of being on time and in uniform daily.
- Job Knowledge and Skill - you need to know and practice the procedures and standards daily.
- Excellent Work Habits – you must take initiative to better the Guests' Experience, show a good sense of urgency and maintain a positive mental attitude. You should handle your duties and sidework responsibilities consistently and thoroughly.
- Natural Leader – your performance must set a good example for others, coaching the correct procedures with patience and high standards.
- Enthusiasm & Optimism – you must enjoy working at your location and like seeing others be successful at their jobs. You should promote Company success through your words and actions.

▶ **Eligibility Requirements**

- Manager Recommendation – based on Required Performance Qualities of a Trainer.
- Complete Qualifying Tests – score a 90% or higher.
- Identify all Menu Items – using the Menu Tour Book; show Menu Expertise by identifying all items.
- Excellent Performance as a Server or Cook – consistently high performance ratings in position.
- Meet with Manager – discuss Certified Trainer position responsibilities, manager's expectations of Certified Trainer at this location and what it will take to be successful as a Certified Trainer.

▶ **Position Responsibilities**

- Create and maintain an atmosphere where training is successful.
- Produce trained Servers or Cooks who know how to do the procedures and can demonstrate their ability to perform tasks associated with their positions, understand the menu and can deliver excellent quality food, hospitality, sanitation and the promise to guests at an appropriate level of productivity.
- Communicate with management about all training activities and supplies needed.

CERTIFICATES

- A current ServSafe Certification is required.

PHYSICAL DEMANDS

- The physical demands described here are representative of those that must be met by you to successfully perform the essential functions of this position and reasonable accommodations may be made to enable individuals with disabilities to perform these essential functions.
- While performing the duties of this position you are regularly required to stand; walk; use hands to finger, handle, or feel; reach with hands and arms; talk or hear and taste or smell and you will be required to sit; climb or balance, stoop, kneel, crouch or crawl. You must regularly lift and/or move up to 50 pounds.
- Specific vision abilities required by this position include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus.

WORK ENVIRONMENT

- The work environment characteristics described here are representative of those that you will encounter while performing the essential functions of this position and reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.
- While performing the duties of this position you will be frequently exposed to wet and/or humid conditions, toxic or caustic chemicals and extreme heat and you will be exposed to moving mechanical parts, fumes & airborne particles, outside weather conditions, extreme cold, risk of electrical shock and vibration. The noise level in the work environment is usually loud.

The above statements are intended to describe the general nature and level of work required by you in this position and they are not intended to be an all-inclusive list of your required responsibilities, duties or skills. The Perkins Systems & Standards manuals are located throughout the restaurant for your reference.

CERTIFICATION OF UNDERSTANDING OF POSITION RESPONSIBILITIES

I have read this position description and completely understand the requirements and responsibilities contained in it and expected of me. Furthermore:

- I understand that receipt of this position description does not constitute or imply an employment contract.
- I understand that my employment and compensation may be terminated with or without cause and/or notice, at any time, at the option of either the Company or myself.
- I understand that the Company reserves the right to alter, amend, change or terminate any of the responsibilities or other information provided in this position description at any time with or without notice.
- I understand that the Company has a number of Zero Tolerance Policies outlined in the Employment Handbook solely because the business is a Food Service Establishment and serves a High Risk Population and therefore is regulated by both the Federal & State Government Health Laws.
 - I understand that my failure to follow every System & Procedure may cause my termination of employment.

Team Member Signature: _____

Effective Date: _____