

Hourly Position Description – Non Exempt

Team Member Name: _____

Reports To: Manager or Shift Leader on Duty **Work Schedule:** All holidays, days & nights as needed

Summary

You are required to learn and implement the Perkins Systems & Standards and Quick Steps to fulfill your position duties and responsibilities. You must abide by all the Federal & State Laws regulating our Food Service Establishment and the Company Policies and Procedures stated in the Employment Handbook all of which you have daily access to.

► **Qualities**

- Dependability - you must set an example of being on time and in uniform 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 must perform your duties and sidework responsibilities consistently and thoroughly.
- Job Knowledge and Skill – you must practice the procedures and standards daily.
- Enthusiasm & Optimism – you must enjoy working at your location and like to assist others become successful in their positions. You must promote Company success through your words and actions.

► **Position Responsibilities**

- You must successfully complete the Perkins Training Itineraries and then implement those steps daily.
- You must view all DVD Training videos and implement the procedures contained in them.
- You must follow the detailed steps in the Perkins Quick Steps Manual without exception.
- You must perform your duties as outlined in the Hospitality and Production Guidebooks.
- You must prepare, assemble and present all products in accordance with the detailed steps outlined in the Quick Specs Procedures manuals. This is critical in order to ensure the quality and consistency of the products offered by the Perkins Brand.
- You must follow all HACCP (Hazard Analysis and Critical Control Point) Procedures outlined the Perkins Systems & Standards to ensure food safety at all times.
- You must abide by all the Federal & State Laws regulating our Food Service Establishment by following the specific Food & Drug Administration Food Code and NYS Public Safety & Sanitation Laws contained in the respective binder which you must refer to daily.
- You must communicate with management about any system breakdowns with respect to equipment, facilities and/or supplies.
- You must complete, on a timely basis, any and all additional tasks assigned by Certified Trainers, Team Leaders and/or any members of your management team.

MINIMUM AGE – Server & Bake positions have a minimum age of 18. All other positions' minimum age is based on current New York State Labor Law.

EDUCATION/EXPERIENCE - Basic mathematical & reading skills, sanitation, safety, guest service & common sense required.

PHYSICAL DEMANDS & WORK ENVIRONMENT – Please inform the Payroll Department if you need any accommodations made to fulfill your position duties. 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. 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.

CERTIFICATION OF UNDERSTANDING OF POSITION RESPONSIBILITIES

I have read this document carefully and completely understand my position responsibilities contained in all the Perkins Manuals. I also understand that this document 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 my own or the Company's option. **I understand the Company has a number of Zero Tolerance Polices outlined in the Employment Handbook partially 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: _____ Date: _____