



OGAAKAANING
e n t e r p r i s e s



Job Announcement

Subway Manager

Primary Functions:

Ogaakaaning Enterprises seeks a Subway Store Manager to oversee all aspects of the Subway store in Red Lake, MN and meet operational goals established by the Ogaakaaning Enterprises CEO and Board of Directors.

The Subway Manager is to direct, promote and coordinate the store in a manner that will ensure that the company achieves the overall corporate mission and goals, and result in outstanding customer service. Responsible for directing the business operation to maximize profitability of the location to which he or she is assigned within the scope of authority given. Develop plans and determines the methods that will be used to ensure the operation achieves expected goals and objectives. Prepares and submits the annual operations plan, departmental operating budget and capital expense proposal for approval to the Chief Executive Officer. Performs all functions in accordance with applicable federal/state/local laws and regulations, the mission and objectives of Ogaakaaning Enterprises, as well as established policies, procedures and internal controls. The Subway Manager will report directly to the Ogaakaaning Enterprises CEO.

Before starting the position, the Subway Manager will need to work in a Subway restaurant for 80 hours then attend a Subway training in Connecticut for two weeks.

Duties and Responsibilities:

- Maintain the highest possible standards of customer service, both personally and through other members of the Subway staff.
- Complete and transmit all reports accurately and timely to CEO and management.
- Prepare bank deposits daily, and make deposits according to company guidelines/procedures.
- Constantly monitor and evaluate internal control plan for cash handling procedures, ordering procedures and cleanliness of store and grounds.
- Recruit, hire, train, develop, counsel, coach, discipline, evaluate, recommend pay increases and, when necessary, terminate store staff.
- Ensure the security of company assets.
- Comply with all local and federal laws.
- Increase food sales through strategic planning.
- Control expenses within the scope of authority granted.
- Maintain the highest physical appearance standards possible, including wearing a full uniform at all times.
- Ensure all safety/security procedures are practiced, and that no unsafe conditions exist at any time.

- Maintain Subway operating hours, as directed by CEO, including personally remaining available to cover shifts in an emergency situation to keep the location operational.
- Create and maintain the bi-weekly staffing schedules for the store.
- Communicates pertinent information, problems and opportunities to CEO in a timely manner.
- Maintains confidentiality regarding all company issues.
- Ensure that all food/drinks are being sold at company recommended retail prices.
- Implement promotions and other programs as developed by CEO and/or Marketing Department.
- Adhere to the Subway standards as defined in the Subway Operations Manual or as directed by local Subway Business Development Agent direction.
- Complete other duties as assigned by CEO and/or other management.

Knowledge, skills and abilities:

- Managerial or supervisory experience, which may include working for a similar restaurant or fast-food establishment. Previous experience working as manager for a Subway preferred.
- Associate's Degree in business, management, marketing, retailing, communications, advertising, or related fields preferred. Minimum High School education.
- Or an acceptable combination of experience and education will be considered.
- Strong communication skills, both written and verbal, are essential.
- Strong orientation to detail and analytical skills.
- Solid problem solving skills and decisiveness.
- Ability to work flexible schedule, including nights, weekends, and holidays.
- Proven leadership ability to build, motivate and maintain staff.
- Excellent interpersonal and communication skills.
- Ability to handle stressful situations.
- Organization and planning skills.
- Able to prioritize and handle multiple tasks.
- Ability to delegate effectively.
- Ability to stand, walk and lift up to 20 lbs. or more frequently.
- Computer skills are essential.
- Pre-employment drug screen required

For Additional Information, please contact:

- Chief Executive Officer, Harvey Roy III at (218) 679-2841

To apply: For application, please send resume with three references to Harvey Roy III at hroy@redlakeinc.com or mail to Ogaakaaning Enterprises, PO Box 592, Red Lake, MN 56671

Applications accepted until: November 9th, 2018