



JOB DESCRIPTION

Assistant Manager

Reports To: General Manager

Job Summary:

Assist the store manager in following the restaurant plan to achieve established operating standards, sales and profits. This is achieved primarily by providing help in the areas of staffing; managing and training crewmembers; day-to-day operations; as well as marketing and maintaining the restaurant to the extent that customer service is maximized. Helps to ensure that the restaurant is consistently operated in accordance with Sonic's Franchise agreement, Castleberry Investments policies and procedures, and in compliance with all local, state and federal laws.

Assist in the implementation of the Sonic policies to provide consistent day-to-day operations and customer satisfaction. Insures policies and procedural compliance with standards described in the Sonic's operations manual and all policies and procedures set forth by Castleberry Investments. Insures that all finished and prepared products meet or exceed the standards in appearance, taste and presentation to the customer.

Assist in the management of production, labor control, food cost control and inventory levels. Monitor quality of products, cleanliness, and customer service satisfaction. Follows policies for cash control and security of the Drive-In. Resolves customer complaints.

Assist in the scheduling of crewmembers and managing shifts effectively. Under supervision, helps manager in recruitment, selection, hiring, orientation of crew and appropriate crew training.

Safely operates and insures that the crew safely operates equipment and performs scheduled cleaning of equipment and the facility both inside and outside the Drive-In.

Works with a positive attitude and promotes harmony within the Drive-In.