



Picayune Rancheria of the Chukchansi Indians

49260 Chapel Hill Drive, PO Box 2226

Oakhurst, CA 93614

(559) 412-5590 – FAX (559) 666-3321

POSITION DESCRIPTION – Sonic Assistant Manager

Reports To: Sonic General Manager

Department: Sonic

Status: Full-Time

Salary Range: DOE

Summary & Scope of Position:

As Sonic Assistant Manager, the Assistant is responsible for assisting the General Manager in managing the daily operation of the restaurant to provide quality food and a clean, safe, and efficient manner so that guest will have an enjoyable experience at the SONIC Restaurant.

Duties & Responsibilities:

- Hiring, Training, Managing, Supervising, Directing, and developing personnel to serve a Super Sonic Experience to every guest;
- Making every guest a repeat customer by ensuring the guest leaves the lot satisfied every time
- Demonstrate a fair, firm, fun leadership approach and leading by example;
- Celebrating team success and coaching for better performance;
- Setting expectations and providing clear and continuous feedback;
- Creating an upbeat positive atmosphere during the shift that makes work fun;
- Helping employees understand the big picture and their role by sharing the “why” behind tasks;
- Managing the MAJORS: Food and paper, labor, and guest service;
- Maintaining and enforcing SONIC safety and sanitation standards;
- Relentlessly complying with all federal, state, and sanitation standards
- Other duties as assigned to assist the Tribe in accomplishing goals and objectives.

Minimum Qualifications:

- Prior management experience; restaurant or retail industry highly preferred;
- Be able to work and adapt in a diverse cultural setting and work environment;
- Excellent leadership skills;
- Great customer service;
- Excellent verbal and written communication skills;
- Ability to perform quality work under pressure and maintain confidentiality;
- Have the ability to lift 50 pounds;
- Must be able to stand for long periods of time;
- Must maintain a positive attitude in stressful situations.
- Basic accounting skills;

- Ability to create and maintain a productive schedule;

Requirements:

1. Minimum 2 years' experience in QSR concepts
2. High School Diploma; AA in Business preferred or related field;
3. Must have a valid CA Driver's License with no restrictions;
4. Must be able to work irregular hours, including nights, weekend, and holidays;
5. Must be able to pass a background check, pre-employment drug/alcohol test, and adhere to Tribal drug and alcohol free policy;
6. Keep regular/overtime hours of operations as prescribed by CEO
7. Other duties as assigned.

As required by applicable law, SONIC Restaurant franchise organizations will make reasonable accommodations to enable individuals with disabilities to perform the essential functions of the job. Each franchise organization is an independent employer and thus responsible for making its own employment-related decision. Nothing in these materials should be construed as the franchisor being involved or having control over a franchise employee's essential terms and conditions of employment.

PRCI Tribal Preference:

In accordance with CFR 25, Part 276 and in accordance with Title VII of the Civil Rights Act, Section 701(b) and 703(i), preference in filling all vacancies is priority to PRCI Tribal Members and/or other American Indian/Alaska Native Candidate with minimal qualifications.

(Approval Signature)

(Date)

(Employee Signature)

(Date)