



LET'S WORK TOGETHER

Your neighborhood Subway is hiring!












We're looking for Sandwich Artists

Position Summary

The Sandwich Artist greets and serves guests, prepares products, maintains food safety and sanitation standards, and handles or processes light paperwork. Exceptional guest service is a major component of this position.

Location: McKinney, TX
Position Type: Part-time




Duties & Responsibilities

-  Team member exhibits a cheerful and helpful manner while greeting guests and preparing their orders.
-  Demonstrates an understanding of the menu and explains it to guests accurately.
-  Uses Point of Sale system/cash register to record the order and compute the amount of the bill. Collects payment from guests and makes change if needed.
-  Performs Cash-In Procedure accounting for all forms of money, bread, etc.
-  Prepares food neatly, accurately, and promptly.
-  Checks products in the sandwich unit area and restocks items to ensure a sufficient supply throughout the shift.
-  Understands and adheres to proper food handling safety and sanitization standards during food preparation, service, and cleanup.
-  Cleans and maintains all areas of the restaurant. Understands and adheres to Wash, Rinse, and Sanitize method of cleaning.
-  Maintains professional appearance and grooming standards as outlined in the Subway of Texas Employee Handbook.
-  Performs light paperwork duties as assigned.
-  Completes University of Subway courses.

Requirements

Education: Some high school or equivalent.
Experience: No previous experience required.

Skills

-  Ability to understand and implement written and verbal instructions.
-  Team player with a positive attitude.
-  Teachable and a quick learner.

Physical Requirements

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of the job. This position requires bending, standing, and walking the entire workday. Must have the ability to lift 10 pounds frequently and up to 30 pounds occasionally. Must be able to work in any area of the restaurant when needed.

Work Environment

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Subway of Texas has created a work environment compensation and benefits program, and an interactive culture that we believe encourages positive work relationships. We support promotion from within and foster an entrepreneurial spirit through which every team member personally contributes to the company's success.

Subway of Texas is an equal opportunity employer and hires based on qualifications and ability. We reward our team with a challenging environment that encourages team members to learn, grow, and "not get lost in the shuffle." We also make a continuous and diligent effort to openly communicate to our employees pertinent plans and information relative to our industry and the ongoing direction of our company.



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We're looking for Shift Managers

Position Summary

The Shift Manager supervises the operations of a shift to ensure food safety, product preparation, cleanliness and inventory control standards are maintained. Scheduling and supervising staff may be required. Exceptional customer service is a major component of this position.

Location: McKinney, TX
Position Type: Part-time & Full-time

Duties & Responsibilities



-  Performs all tasks and responsibilities of a Sandwich Artist, as outlined in the Sandwich Artist job description.
-  Trains newer or less experienced Sandwich Artists in their tasks and duties.
-  Follows inventory control standards.
-  Inspects equipment and storage facilities throughout a shift to ensure equipment is working properly.
-  Schedules and supervises staff as needed.
-  Performs paperwork as needed.
Completes University of Subway courses.

Requirements



Education: High school diploma or equivalent.

Experience: Minimum of 1-year experience in a quick-service restaurant.

Skills

-  Ability to understand and implement written and verbal instructions.
-  Excellent communication and organizational skills.

Misc. Requirements

-  Must have a reliable and timely source of transport at all times.
-  Must have a working telephone at all times.

Physical Requirements

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of the job. Must be able to work

in any area of the restaurant when needed and operate a computerized Point of Sale system/cash register. Position requires bending, standing, and walking the entire workday. Must have the ability to lift 10 pounds frequently and up to 30 pounds occasionally.

Work Environment

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LET'S WORK TOGETHER

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We're looking for Assistant Managers








Position Summary

The Assistant Manager schedules and supervises restaurant staff, and monitors daily operations to ensure food safety, product preparation, cleanliness, and inventory control standards are maintained. Upholding standards of restaurant safety and security are also required. Exceptional customer service is a major component of this position.

Location: McKinney, TX

Position Type: Full-time

Duties & Responsibilities




-  Performs all tasks and responsibilities of a Shift Manager, as outlined in the Shift Manager job description.
-  Supervises food preparation to ensure food safety and operations are maintained.
-  Coordinates and supervises staff to maintain high standards of cleanliness.
-  Manages a staff of 5-10 employees. Creates work schedules for the staff.
-  Recommends promotion, transfer, or termination of team members. May conduct performance evaluations.
-  Assists with planning special events and promotions.
-  Completes University of Subway courses.

Requirements






Education: High school graduate or equivalent, college degree preferred.

Experience: Minimum of 2 years in a quick-service restaurant environment. Experience in supervising and training staff is required.

Skills

-  Excellent verbal and written communication skills.
-  Ability to manage a team of up to 10 employees.
-  Must hold Food Protection Manager Certification.

Misc. Requirements

-  Must maintain a reliable and timely source of transportation at all times.
-  Must be able to provide proof of insurance.
-  Must have a working telephone at all times.
-  Must be able to work any day of the week, day or night.
-  Must have the ability to work a minimum of 45 to 60 hours a week.

Physical Requirements

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of the job. Must be able to work in any area of the restaurant when needed and operate a computerized Point of Sale system/cash register. Position requires bending, standing, and walking the entire workday. Must have the ability to lift 10 pounds frequently and up to 30 pounds occasionally.

Work Environment

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LET'S WORK TOGETHER

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We're looking for a Restaurant Manager















Position Summary

The Restaurant Manager performs and directs all functions of the restaurant. Responsibilities include tracking inventory, money control systems, and maintaining business records. Marketing of promotional sales to prospective customers is also required. Exceptional customer service is a major component of this position.

Location: McKinney, TX

Position Type: Full-time

Duties & Responsibilities





-  Approves and posts the staff work schedules created by Assistant Manager.
-  Develops and maintains a team culture that focuses on customer satisfaction.
-  Maintains a professional and positive work environment.
-  Conducts interviews, hires, trains, evaluates, and terminates staff, as needed.
-  Conducts performance evaluations.
-  Communicates changes of food preparation formulas and standards to staff.
-  Ensures food safety codes are maintained and safety/security policies are followed.
-  Coordinates and supervises cleaning of restaurant and equipment.
-  Maintains business and financial records.
-  Creates purchasing plans for products and supplies.
-  Supports staff during rush periods to maintain restaurant efficiency.
-  Supports local and national marketing initiatives.
-  Identifies and contacts prospective customers to promote sales.
-  Plans special events and promotions.

Requirements

Education: 2-year degree or 4-year degree (preferred)

Experience: Minimum of 2 years in a quick-service restaurant environment. Background in supervising and training staff. Previous Subway management experience preferred.






Skills

-  Excellent verbal and written communication skills.
-  Strong leadership and people skills.
-  Profit and loss accountability knowledge.
-  Must hold Food Protection Manager Certification. Certification will require renewal periodically.









Physical Requirements

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of the job. Must be able to work in any area of the restaurant when needed and operate a computerized Point of Sale system/cash register. Position requires bending, standing, and walking the entire workday. Must have the ability to lift 10 pounds frequently and up to 30 pounds occasionally.

Misc. Requirements

-  Must maintain a reliable and timely source of transportation at all times.
-  Must provide proof of insurance.
-  Must have a working telephone at all times.
-  Must be able to work any day of the week, day or night.
-  Must have ability to work a minimum of 45 to 60 hours a week.

Benefits

-  Pay commensurate with experience
-  Realistic work schedule
-  Health and dental insurance
-  401(k) plan
-  Paid time off
-  Performance bonuses
-  Advancement opportunities
-  Grease-free environment

Work Environment

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Operations Manual:

Uniform, Dress Code, Grooming, Handwashing & Electronics Policies

At Subway, we believe in maintaining a high level of professional appearance at all times. Our objective is to make a positive impression on our guests by being well-groomed, cheerful, and courteous. During business hours, employees are expected to present a neat and clean appearance and to dress according to the requirements of their position.

UNIFORM

The Subway uniform includes:

- Subway golf shirt
- Subway hat or visor
- Black apron
- Black slacks or black jeans
- Black shoes (socks must be worn with shoes)
- Nametag

You will be provided with two (2) Subway golf shirts, one (1) Subway hat or visor, two (2) black aprons, and one (1) nametag.

Uniforms must be clean, wrinkle-free, and shirts must be tucked in at all times.

Uniforms are required before work begins.

All employees must wear a complete Subway approved uniform during their shift. Any employee serving Subway products outside the store premises must be dressed in a complete company-approved uniform.

Hat/Visor

A Subway-approved hat or visor must be worn the entire shift.

Hats, visors, and aprons are **not** to be worn when taking out the garbage, entering the restroom, or delivering products.

Name Tag

Only Subway-approved nametags are permitted. Name tag must be worn on the right side and aligned to the bottom button of the Subway golf shirt. Taped-on names or written-on names are not allowed. Employees must wear their own nametag; borrowing someone else's is not acceptable.

Replacement nametags can be purchased for \$1.00, each.

DRESS CODE

Shirts

A white or black t-shirt underneath is acceptable as long as the sleeves do not show from underneath the Subway golf shirt.

Subway golf shirts that are torn, tattered or bleach spotted will be replaced through Swan Employer Services at no charge.

Pants & Shorts

Black pants or black jeans may be worn with the Subway uniform. Pants and jeans must be:

- Full-length (to the ankle)
- Cotton, polyester, a cotton/polyester blend, or black denim
- Neat and fitted

Pants and jeans may **not** be:

- Any color other than black
- Faded
- Decorated (no studs, coloring stitching, patches, lacing)
- Baggy, ripped or torn

Sweatpants, corduroys, capri pants, and stirrup pants are **not** permitted.

Shorts may be worn from Memorial Day to Labor Day **only**. Shorts must be:

- Black
- Knee-length
- Cotton, polyester, a cotton/polyester blend, or black denim

Shorts may **not** be:

- Stonewash denim
- Faded
- Decorated (no studs, color stitching, patches, lacing)
- Cut-off, baggy, ripped or torn

Shoes

Shoes must be black, closed-toe, flat-heeled, non-slip, and comfortable.

Jewelry

Earrings

One earring per ear, stud/post only. Earrings must smaller than a dime. Dangling and hoop earrings are not permitted. Other visible body piercing(s) must be removed before the shift.

Rings

One ring per hand may be worn.

Bracelets & Watches

Bracelets are not permitted.

A wristwatch may be worn. Smartwatches are not permitted.

Please ask if you have questions as to what constitutes appropriate attire!

GROOMING

Hair

Hair must be clean and neatly combed or brushed. If hair is longer than your collar, it must be restrained in a braid, ponytail, or tucked under the hat or visor.

Hairnets may be required for long hair.

Unnatural hair colors must be tucked under a hat.

Facial Hair

Mustaches are acceptable and must be short, neatly trimmed, and no longer than the corners of your mouth. Faces must be clean-shaved otherwise. Beards and goatees are not permitted.

Cosmetics

Minimal application of makeup is acceptable.

Nail polish and acrylic nails are not permitted. Fingernails must be kept short and clean at all times.

Fragrance

Heavy use of perfume, cologne, and/or scented lotions is not acceptable.

Tattoos

Tattoos may need to be covered, at the manager's discretion.

HANDWASHING

Hands are to be clean at all times.

Hands **must** be washed before returning to work from the restroom, before and after a meal or break time, after completing a cleaning assignment, and always after handling money.

Gloves do not take the place of handwashing. Gloves should be discarded once you have moved away from food preparation and hands are to be rewashed before starting any new food prep.

ELECTRONICS

Electronic devices may **not** be used, worn, or on your person while working in the restaurant, unless on a scheduled break. This includes, but is not limited to cell phones, wireless headsets/headphones, personal digital assistants, portable music players, smartwatches, etc.