**JOB DESCRIPTION for MIT 1**

* To ensure that sales projections are achieved, so that our market share grows continually.
* To ensure that all Domino’s crew members (new and existing) meet Domino’s International standards on product, service and image through planning, organizing, executing and following-up of all operational activities, so that the store at a minimum maintains the standard of a Three (3) Star Store when an Operation Evaluation Report is conducted.
* To ensure the profitability of the store through food cost and labour cost control.
* To lead by example and contribute to a fun and positive working environment while adhering to Domino’s internal policies and procedures.

RESPONSIBILITIES

* Responsible for opening stores when needed
* Inventory Control : Completes daily inventory counts and enters information into the Domino’s pulse system.
* Analysis of variances in the inventory on a daily basis. Appropriate action taken to reduce the shortage of food that could be reflected in the variance of the Actual and Ideal Food Cost reports.
* Ensure high standards of Cleanliness through the adherence of the Cleaning Schedule and Oven Cleaning Chart by the entire store team.
* Maintenance of high standards relative to Product, Service and Image. This includes the infrastructure of the internal and external surroundings of the store, image of Staff and delivery units must be at all times in accordance with Domino’s International standards.
* Achieve sales projection and grow market share through Planning, Organizing, Executing and Following-up of Local Store Marketing (LSM) plans and activities.
* Maintain time keeping records relative to absenteeism, tardiness and cash shortages.
* Ensure all staff practice Smart Hustle and Heighten Time Awareness (HTA).
* Ensure effective team relationship exist through monthly motivational activities, such as in store competitions.
* Makes orders that support the sales projections so that the store does not run out of supplies nor does it exceed the percent of food cost in terms of money.
* Prepare restaurant for opening through proper uses of opening checklist.
* Handling G4S cash pickup, ensure proper recording of bags collected
* Prepare store to achieve 3 stars or higher when unannounced NSF audits are conducted.
* Reporting maintenance to the store manager or the operations manager in the absence of the store manager.
* Ensure company’s service times are achieved during the shift
* Assigning CSR, Reading off CSR and Delivery Experts at the end of their shifts
* Balancing sales and making cash deposits
* Receiving and storing stock items when delivered by suppliers
* Handling head office concerns via phone
* Handling and addressing customer complaint through Domino’s WOW
* Attend ALL management training at the head office
* Any other duties that may be assigned

Employee has read and understood the content of the above job description

Name:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Signature:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date: