



Picayune Rancheria of the Chukchansi Indians

49260 Chapel Hill Drive, PO Box 2226

Oakhurst, CA 93614

(559) 412-5590 – FAX (559) 400-0340

POSITION DESCRIPTION – SONIC SHIFT MANAGER

Reports To: Sonic General Manager

Department: CSE

Status: Non-Exempt

Salary Range: \$18.00 per hour

SUMMARY AND SCOPE:

As a SONIC Drive-In Shift Manager, you are responsible for assisting the General Manager and Assistant General Manager in managing the daily operations of the restaurant to provide quality food in a clean, safe, and efficient manner so that guests will have an enjoyable experience at the SONIC Drive-In.

PRIMARY RESPONSIBILITIES:

- Assist with hiring, training, supervising, managing, directing, and developing Great People ready 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.
- Helping employees understand the big picture and their role by sharing the “why” behind tasks.
- Celebrating team successes and coaching for better performance.
- Setting clear expectations and providing continuous feedback throughout shift.
- Creating an upbeat positive atmosphere during the shift that makes work fun.
- 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 local laws and regulations.
- Excellent leadership and communication skills.
- High standards for self and the team.
- Positive attitude, especially during rushes or stressful situations.
- Resiliency – trying different approaches to solve a problem; working to get better every day.
- Eagerness to learn and grow professionally and personally.
- Ability to prioritize and complete tasks accordingly.
- Effective communication skills; basic math and reading skills.

MINIMUM QUALIFICATIONS:

- Two (2) years of experience.
- General knowledge and understanding of the restaurant industry or retail operations.
- Willingness to work irregular hours, including nights, weekends, and/or holidays.
- Ability to work effectively with people from a wide variety of backgrounds and a diverse population.

- Ability to work within a demanding environment.
- Perform other duties assigned.

APPLICATION PROCESS:

If you are interested in this position, please submit the following:

- Completed Application
- Resume – *Optional*
- If claiming Tribal Preference, please provide proof of Tribal Identification
- All requested information must be submitted to the Human Resources office by 5:00PM on the closing date. Incomplete applications or failure to submit the requested information will result in the disqualification of your application.
- Submit To: PRCI Human Resources P.O. Box 2226 Oakhurst CA, 93644. You may also submit your application and all supporting documents via email: jobs@chukchansi-nsn.gov

PRCI TRIBAL PREFERENCE:

In accordance with applicable Tribal Law, and Title VII of the 1964 Civil Rights Act, the PRCI Administration shall give preference in hiring, promotion, transfer, and lay-off to enrolled members of the Picayune Rancheria of Chukchansi Indians. To qualify for this preference, applicants must submit verification of enrollment in the Tribe. Preference means that Tribal Members who meet the minimum qualifications set forth in the job announcement and position description shall be hired before better qualified non-Tribal Members.

INDIAN PREFERENCE STATEMENT:

Under CFR 25, Part 276 and by Title VII of the Civil Rights Act, Section 701(b) and 703(i), preference in filling all vacancies provided to qualified PRCI Tribal Members and/or other American Indian/Alaska Native Candidates.

(Employee Signature)

(Date)

(Supervisor Signature)

(Date)