



PICAYUNE RANCHERIA OF THE CHUKCHANSI INDIANS
JOB POSTING CLOSING DATE: January 31, 2025



Job Title: Shift Manager
Reports to: Sonic General Manager
Salary Range: \$18.00 per hour
Benefits: N/A
Classification: Full Time, Non-Exempt
Status: Full Time, w/o Benefits
Location: Coarsegold, CA

JOB SUMMARY

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.

Essential Duties

- 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.
- 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.
- 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.
- Perform other duties assigned.

Minimum Qualifications

- Must be at least 21 years of age.
- Must have at least Two (2) years of experience.
- Ability to work irregular hours, nights, weekends, and holidays.
- Contagiously positive attitude.
- Ability to remain calm, especially in tough situations.
- General knowledge and understanding of the restaurant industry or retail operations.
- Ability to work effectively with people from a wide variety of backgrounds and a diverse population.
- Ability to work within a demanding environment.
- Willingness to abide by the appearance, uniform, and hygiene standards at Sonic Drive-In restaurants.



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- Must successfully pass a background check and drug screening.
- Perform other duties as assigned.

Preferred Qualifications

- Effective communication skills; basic math, reading and computer skills
- Ability to calculate sales and change quickly.
- Accountability and accuracy in reconciling sales receipts and records.
- Service-oriented and willing to help patrons.
- Customer service skills to maintain positive customer relationships, encourage customer loyalty and resolve conflicts.
- Knowledge of point-of-sales system
- Contagiously positive attitude (You are a SONIC Brand Ambassador!).
- Ability to remain calm, especially in tough situations.
- Resilient spirit-knowing everyone makes mistakes and can bounce back from a set-back.

Required Knowledge, Skills, and Abilities

- Familiarity with the Tribe's Constitution, laws, and culture is preferred, but not required.
- Ability to work in a high-performance, fast-paced, high-pressure environment.
- Exceptional interpersonal and communication (verbal and written) skills.
- Adept at multi-tasking, have unquestionable integrity, with a commitment to accuracy.
- Organized with unfailing attention to detail and outstanding project management skills.
- High level of comfort/ease interacting with all levels in the Tribe.
- Ability to complete tasks in a timely and accurate manner.
- Must operate and maintain confidentiality.

Application Process:

Submit the following:

- Completed Application (www.chukchansi-nsn.gov/careers)
- Resume
- If claiming Tribal or Native Preference, documentation is required.
- All requested information must be submitted to the Human Resources office by **4:00PM 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 meet



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minimum qualifications of employment and submit verification of enrollment in the Tribe. Tribal preference means that Tribal Members who are equally qualified as non-tribal members will be hired. In addition, on the Human Resources Interview rubric that allows for a total of 75 points during interviews, Tribal members will be awarded an additional 7.5 points (10% of total allotted points) counted in the overall tally. Tribal members who are not Chukchansi will receive Indian preference by awarding five additional points (6.7% of the total allotted points).

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

HR Representative Signature

Date