

**TEDA, INC.**  
**Position Description**

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*Position Title: Pizza Parlor Manager*

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**Agency:** Tuolumne Economic Development Authority, Inc.

**Supervisor:** TEDA Officers

**Salary Classification:** Exempt

**Benefits:** Health, Dental, Vision, Life, 401(k), PTO

**Position Summary:** The Pizza Parlor Manager will be responsible for the day-to-day operating activities of the Pizza Parlor. The Pizza Parlor Manager will handle: ordering; scheduling; training & supervising employees; maintaining restaurant image; maximizing profits; managing inventory, cash, and shortages. The Pizza Parlor Manager will determine product needs, interact positively with customers, employees and vendors, and monitor food products. The Pizza Parlor Manager will maintain inventory and minimize waste & pilferage. The Pizza Parlor Manager will ensure that all employees adhere to company policies and procedures.

**Duties and Responsibilities:**

1. Direct, coordinate and participate in preparation of producing a quality pizza. This includes but is not limited to complete cleaning of the store, daily food preparation, ordering all food products, making pizzas, running the oven, cutting and packaging pizzas.
2. Develop operating policies & procedures.
3. Recruit, interview hire and train employees.
4. Responsible for scheduling employees focusing on efficient operations and minimizing unproductive labor for hours of operations.
5. Orders all supplies required to serve customers and operate store. Must meet required food cost goals, labor cost goals, sales goals and store inspection goals.
6. Responsible for creating an environment of cleanliness that assures the store meets and passes all county health codes and inspections.
7. Promote and maintain excellent customer service and resolve customer complaints in a timely and professional manner.
8. Supervise employees, ensuring excellent customer service and adherence to policies and procedures.
9. Maintain a positive work environment, promoting team work by motivating and encouraging employees.
10. Maintain all required financial reports, working closely with the TEDA, Inc. Fiscal Department as necessary.
11. Know all certifications and licenses that the facility and employees are required to possess by government agencies.
12. Contact perspective customers such as local businesses, chambers of commerce, schools, community organization to promote the Pizza Parlor.
13. Chair safety and operational store meetings, and prepare presentations as needed.
14. Perform regular inspections of property; recommend maintenance of property and equipment as necessary.
15. Maintain good working relations with all Tribal departments and personnel.

16. Perform other duties as assigned.

**Qualifications:**

1. Possess High School Diploma, GED or equivalent.
2. One to two years related restaurant management experience.
3. Ability to professionally communicate with both customers and co-workers.
4. Ability to use oral and written language effectively.
5. Must schedule self for night and weekend shifts periodically.
6. Must possess knowledge of accounting and budgeting along with the ability to compile facts/figures and analyze information that involves data manipulation or interpretation to arrive at logical conclusions.
7. Ability to work both collaboratively and independently with great problem solving skills.
8. Must exhibit strong customer service skills, organizational skills and attention to detail.
9. Must have the ability to coordinate and manage efficiently and effectively while working in a fast-paced, stress-filled environment.
10. Have demonstrable knowledge of computer application of computer knowledge, including Excel, Microsoft Word, Publisher and other standard office software.
11. Knowledge of operation of the Point of Sale register.
12. Must possess a valid California Driver's License and be insurable under the Tribe's insurance policy.

**Physical Requirements:**

This position is deemed a level 5 and requires walking, standing, and sitting for prolonged periods of time; climbing stairs, ladders, scaffolding, ramps, etc.; stooping, kneeling, crouching, balancing, crawling, and reaching; pushing, pulling and lifting up to 70 pounds; raising objects overhead; manual dexterity for operation of computer, phones and hand tools; hearing, talking and good verbal and written communication skills; repetitive motions of the wrists, hands, and fingers; subject to outside environmental conditions of heat and cold; walking on uneven ground; operation of heavy-weight equipment.

**Indian Preference:**

Preference in filling vacancies shall be given first to qualified Voting Tribal Members and then to Native Americans as provided for in the Indian Self-Determination and Education Assistance Act P.L. 93-638. Documentation for claiming preference must be provided with the application for consideration. Other than the above, TEDA, Inc. and the Tuolumne Me-Wuk Tribe are equal opportunity employers.

**Pre-employment Requirements:**

Employment is contingent upon pre-employment background and drug test results.

Approved by Personnel 11.14.17

Approved TEDA board 11.14.17