



EXTREME PITA JOB DESCRIPTION

Date: November 1, 2011

Job Title: Pita Pro

Job Summary:

A Pita Pro will work directly with other staff in the restaurant to ensure that customers are served in a courteous, accurate, timely manner, by preparing pitas and maintaining a clean and sanitary work environment. Pita Pro's will ensure that customers are the number one priority.

Responsibilities:

- **Customer service:**
Always smiles, greets and makes eye contact. Is friendly, welcoming and genuine. Shows a sense of urgency and speed of service within allotted guidelines. Thanks the customer for their business. Accommodate customer's requests and has a strong knowledge of products. Maintains a professional appearance both on and off the sales floor and is polite and professional on the phone.
- **Product Preparation:**
Prepares all menu items to recipe. Is aware and focused on portion control. Maintains adequate levels of food preparation to meet sales demands of restaurant. Is knowledgeable in slicing, packaging, dating, labelling, proper rotation and storage. A pita pro is able to prepare vegetables, set-ups, purblendz and pitas as prescribed and at acceptable speeds while keeping safety in mind.
- **Team Player:**
Pita pro's work well with other employees. They are considerate, polite and friendly, promoting teamwork. Will take the initiative to pitch and help others. Constantly communicates to the supervisor, management and utilizes the communication book. Adheres to "shift etiquette" and sets the employees up for success. Asks for tasks and assignments to help the store. Properly completes and takes pride in his/her efforts while performing all assigned tasks. Involved in cleaning assignments and completes them in a timely manner through-out shift. Follows dress code standards. Embraces change in the restaurant and staff in a positive manner.
- **Driving Sales:**
Up selling- suggesting combos, purblendz, double meat, double cheese. Has knowledge of promotions, featured menu items and LTO's. Welcomes coupons and encourages in store discounts i.e.: gym, hero, etc. Is willing to make suggestions for improving procedures, and improving teamwork. The pita pro is aware of events or ways to get involved outside the four walls and takes initiative in community outreach.
- **Attendance and Flexibility:**
Adheres to schedule as written. Employee is prompt and on time for shift and completes scheduled shift. Is willing to adjust schedule when necessary and willing to work more

than originally scheduled when needed. Gives minimum 8 hours notice of illness. Is able to work nights and weekends. Long weekends are blackout time periods. Puts in schedule request minimum three weeks prior.

Qualifications:

- Will receive on the job training.
- Able to wear complete Extreme Pita uniform
- Able to lift 30 lbs.

Equipment Operations:

- POS System
- Vegetable slicer to prepare product
- Grill, pizza oven, cookie oven
- Tomato slicer and knife to prepare product

Rate of Pay:

- \$_____ per hour
- Standard 90-day probationary period.
- Review semi-annually.
- Raise annually; unless wage increase or promotion accurse, then annually from time of increase or promotion, in which case the employee starts back at beginning of position scale and review and raise change based on position change date.

Employee Name please print

Date YY/MM/DD

Employee Signature

Franchisee Signature