



**GUN LAKE**  
INVESTMENTS

<b>Position</b>	Subway Store Manager
<b>Status</b>	Full time
<b>Salary</b>	Commensurate with experience
<b>Posted</b>	October 18, 2016
<b>Closes</b>	December 2, 2016
<b>Other</b>	Vacation time, flexible scheduling,

Gun Lake Investments (“GLI”) is an Economic Development Corporation, wholly-owned by the Gun Lake Tribe. This forward thinking entity invests in non-gaming opportunities that enhances the Tribal economy, as well as that of the broader community, while providing financial diversification for the Tribe. There is a focus on non-financial priorities, such as job creation and serving as a strong community partner, as well as generating financial returns, through developing a portfolio of both active and passive investments. As its first investment, GLI is currently constructing a fuel center and, convenience store and Subway, located in Shelbyville, MI, across the street from the Gun Lake Casino.

GLI is seeking a Store Manager for a Subway Restaurant to oversee the ongoing operations. Managers will be placed in a Subway training program to learn how to effectively run a store operation. They will be responsible for providing effective leadership while delivering outstanding customer service. They will also be responsible for efficiently meeting all operating objectives while following company policies and procedures. This position will be an integral component of the store’s culture and are key to building success amongst the team.

**Tasks & Responsibilities:**

- Maintaining exemplary customer service within the store and establishing special business relationships with our customers so they will choose to do business with us rather than our competitors
  - Implements strategies to meet store goals and objectives
  - Recruits, develops, and motivates store employees to exceed customer expectations; ability to train and manage a staff of 12 or more
  - Ensuring compliance with federal & Tribal regulations
  - Ordering, bank deposits, and booking.
  - Marketing within your community to increase market share and store revenues
  - Resolving customer complaints for increased customer satisfaction
  - Controlling labor hours, cash, store audits, and shrinkage
  - Help maintain a neat and clean store environment for our customers and employees
  - Other duties as assigned
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**Pre-requisites:**

- Excellent attention to detail
- Excellent organizational & time management skills
- Professionalism and integrity; strong leadership skills
- A minimum of two-years management experience in QSR, food service industry, a related industry, and/or degree in business management
- High School graduate or equivalent with a college diploma preferred
- ServSafe certified preferred
- Experience with marketing
- Experience in writing schedules and managing labor costs
- Knowledge of cost controls (P&L)
- Ability, willingness, and comfort to engage with customers
- Ability to develop positive relationships with internal and external customers
- Strong desire to exceed corporate initiatives and inspire excellence in a team
- Excellent verbal and written communication, and presentation skills
- Ability to problem solve and work with minimal supervision
- High-energy, collaborative management experience
- Professional appearance and demeanor
- Previous experience with Tasks & Responsibilities

*\*Native American preference will be utilized*

**Working Conditions and Physical Requirements:**

- Must be able to work any area of the store (both inside and out) when needed and to operate a computerized Point of Sale system/cash register.
- Position requires bending, standing, walking and repetitive use of hands and arms the entire workday
- Must have the ability to lift 10 pounds frequently and up to 50 pounds occasionally
- Position requires the ability to handle exposure to food and cleaning chemicals on an hourly basis
- Must have the ability to work a minimum of 45 to 60 hours a week
- Must have reliable transportation and the ability to be on call 24 hours a day
- Must manage a number of projects at one time and handle frequent interruptions to meet the needs and requests of customers

**Submittals**

If you are a great fit for this team and are interested in discussing this opportunity further, please submit the following:

- Cover Letter
- Resume

Thank you in advance for your interest. Please submit materials to [ktrevan@gunlakeinvestments.com](mailto:ktrevan@gunlakeinvestments.com).

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