



## **Quick Service**

- General Manager – A full-time manager position, with previous quick-service restaurant management experience required. General Managers are responsible for overseeing and operating one specific Ivar's location and are accountable for the following:
  - ✓ Maintaining our high standards of service, cleanliness, and food quality
  - ✓ Recruiting, hiring, training, and developing the performance of restaurant employees
  - ✓ Maximizing profits through careful control of food and labor expenses
- Assistant Manager – A full-time managerial position, with previous quick-service restaurant management experience preferred but not required. An Assistant Manager works with the restaurant's General Manager to ensure the highest level of service and product possible and to keep control over the unit's operating expenses.
- Shift Manager – Generally a part-time managerial position, with previous quick-service restaurant management experience preferred but not required. Shift Managers typically work swing and/or closing shifts at the restaurant and assist the General Manager and Assistant Manager run the operation.
- Team Member (Hourly Employee) – An entry-level position that is generally part-time with various shifts available. No experience is required, but previous work in a restaurant environment would be helpful.
  - ✓ Team members may be asked to work in a variety of workstations and routines at the restaurant, including food production, cashier, or cook.
  - ✓ Daily responsibilities will include preparing food, serving guests, cleaning, stocking, and various restaurant tasks.

# **Full Service**

## ***Management***

- General Manager – A full-time salaried manager position, with previous full-service restaurant management experience required. General Managers must ensure that Ivar's high level of service and product standards are met at all times and that the company's profitability targets are consistently achieved.
- Assistant General Manager / Dining Room Manager – These are both full-time managerial positions, with previous full-service restaurant management experience required. These Assistant Managers work with their General Managers to provide the best service and product to our guests and to keep control over the unit's operating expenses.
- Designated Trainer – A full-time management position, with previous restaurant management experience required and previous training experience preferred. The restaurant's Designated Trainer oversees the training and development of new staff members and assists with the overall management of the operation.
- Assistant Manager – A full-time managerial position, with previous full-service restaurant management experience not required, but preferred. Assistant Managers work with the restaurant's management team to ensure the highest level of service and product possible and to keep control over the unit's operating expenses.

## ***Front of House***

- Host – Ivar's hosts are in charge of taking reservations, greeting guests, and seating guests at their tables, and they can work either part-time or full-time depending on their availability. In addition, each restaurant will have a lead host who is responsible for leading and directing the activities of the other hosts.
- Server – Two years of previous full-service restaurant experience, along with knowledge of full bar and wine list, are required for this position, which can either be full-time or part-time depending on availability. Servers are responsible for following Ivar's steps of service in the dining room and ensuring that all guests have wonderful dining experience.
- Busser – Generally a part-time position that requires no previous experience, bussers are responsible for assisting the servers to take care of guests, keeping the dining room clean, resetting tables after guests have departed, and stocking the service area with condiments, paper products, and food supplies. Both full-time and part-time positions are available.
- Bartender – Two years of previous full-service restaurant experience, along with bartending experience, are required for this position, which can either be full-time or part-time depending on availability. Ivar's bartenders must be able to mix and serve alcoholic drinks to guests in accordance with the regulations of the Washington State Liquor Control Board.
- Expediter – A full-time or part-time position in which previous restaurant experience is helpful, Ivar's expeditors help to tray up food, garnish dishes, double check orders, and ensure that everything is sent out to the guests in a timely manner. They also act as a communication hub between the kitchen and the front of the house by relaying questions and requests from servers to the cooking staff.

### ***Heart of House***

- Chef – A full-time salaried position that requires culinary training and previous kitchen management experience. Ivar's chefs are specifically responsible for the administration and supervision of the kitchen of our restaurants, including such areas as menu design, staff scheduling, and maintaining the company's high product standards.
- Lead Kitchen Supervisor – A managerial kitchen position that is responsible for developing daily prep lists, receiving food orders, overseeing clean-up duties, and training the kitchen workers and cooks.
- Sous Chef – This position requires previous kitchen experience and is responsible for assisting the head chef in the administration and supervision of the kitchen at Ivar's restaurants.
- Dinner Cook / Line Cook – Both of these positions assist with the overall food preparation and require efficient and effective performance at every station, including fry cook, pantry cook, broiler cook, and sauté cook.
- Kitchen Worker – Another part-time kitchen position, these employees assist the cooks with food prep, check the quality and quantities of product deliveries, ensure proper food storage and safety, and handle the kitchen clean-up duties.

### ***Other***

- Bookkeeper – The Ivar's bookkeeper accurately and efficiently reconciles the daily cash sheets and non-cash transactions for the restaurants and their adjoining businesses, and also provides the restaurant management team and the corporate office with all the necessary reports.