



Grand Junction Regional Airport**POSITION DESCRIPTION**

POSITION TITLE: Subway Sandwich Artist ®
DEPARTMENT: Airport
WAGE RANGE: \$7.50 to \$9.50/hr
HOURS: Part Time/Shifts Vary

PURPOSE OF POSITION:

A Subway Sandwich Artist® greets and serves guests, prepares food and drink, maintains food safety and sanitation standards, and handles or processes light paperwork. Exceptional customer service is a major component of this position.

ESSENTIAL JOB FUNCTIONS:

- Prepares and serves a variety of foods and drinks, including alcoholic beverages, neatly, accurately, and in a timely manner.
- Demonstrates a complete understanding of menu items and explains it to guests accurately. Exhibits a cheerful and helpful manner when dealing with guests.
- Checks product stock in restaurant, and restocks items to ensure a sufficient supply throughout the shift.
- Cleans as directed.
- Greets guests and prepares their orders, uses Point of Sale system/cash register to record the order and computes the amount of the bill, collects payment from guests and makes change.
- Understands and adheres to all quality standards, formulas and procedures as outlined in the Operations Manual.
- Accounts for all forms of money, bread, alcohol, etc. during the shift
- Understands and adheres to proper food handling, safety and sanitization standards while preparing food, serving food, and clean up.
- Maintains professional appearance and grooming standards as outlined in the Operations Manual.
- Performs light paperwork duties as assigned.
- Adheres to strict security guidelines and procedures at all times.

JOB QUALIFICATION REQUIREMENTS:**Mandatory Requirements:**

- High school diploma or equivalent.
- Must be able to fluently speak, understand, read and write the English language
- Must be 21 years of age or older.
- Must be able to pass a finger-print based, 10-year Criminal History Records Check by the FBI. (See page 3 for list of disqualifying criminal offenses.)
- Must pass a Security Threat Assessment and be issued a security badge as mandated by the Transportation Security Administration.
- Pre-employment drug screening/Random drug screening during employment.

Special Requirements/Licenses:

- Must obtain a Food Handlers Card from the Mesa County Health Department within first 30 days of employment.
- Must possess a valid Colorado driver's license.

SUPERVISION RECEIVED:

Work is performed with and without direct supervision.

SUPERVISORY RESPONSIBILITIES:

This position is not a supervisory position.

PHYSICAL DEMANDS:

The physical demands represent those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Strength and energy sufficient to maintain an active work schedule involving driving and/or physical exertion; hearing and speaking to exchange information; seeing to perform assigned duties; sitting or standing for extended periods of time; dexterity of hands and fingers to operate tools and equipment; kneeling, bending at the waist and reaching overhead, above the shoulders and horizontally as needed; lifting light to moderately heavy objects.

TOOLS AND EQUIPMENT USED:

Tools and equipment commonly found in kitchens and quick service restaurants.

WORK ENVIRONMENT:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Constant standing/walking
- Occasional stooping, kneeling or crawling
- Occasional pushing, pulling, lifting or carrying up to 40 lbs
- Occasional ascending or descending ladders, stairs, ramps.
- Constant computer/POS Register and bar equipment usage.
- Frequent, continual, intermittent flexing or rotation of the wrist(s) and spine.
- Constant reaching, turning, and performing precision work around bar area
- Constant receiving detailed information through oral communication.
- Constant talking, expressing or exchanging ideas by means of the spoken word
- Occasional Distinguishing, with a degree of accuracy, differences or similarities in intensity or quality of flavors and/or odors.
- Constant clarity of vision at near and/or far distances

This description covers the most significant essential and auxiliary duties performed but does not include other occasional work which may be similar, related to, or logical assignment to the position.

The job description does not constitute an employee agreement between the employer and the employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

DISQUALIFYING CRIMINAL OFFENSES

FAR §1542.209 (d) An individual has a disqualifying criminal offense if the individual has been convicted, or found not guilty of by reason of insanity, of any of the disqualifying crimes listed in this paragraph in any jurisdiction during the 10 years before the date of the individual's application for unescorted access authority, or while the individual has unescorted access authority. The disqualifying criminal offenses are as follows:

- (1) Forgery of certificates, false marking of aircraft, and other aircraft registration violation
- (2) Interference with air navigation
- (3) Improper transportation of a hazardous material
- (4) Aircraft piracy
- (5) Interference with flight crew members or flight attendants
- (6) Commission of certain crimes aboard aircraft in flight
- (7) Carrying a weapon or explosive aboard aircraft
- (8) Conveying false information and threats
- (9) Aircraft piracy outside the special aircraft jurisdiction of the United States
- (10) Lighting violations involving transporting controlled substances
- (11) Unlawful entry into an aircraft or airport area that serves air carriers or foreign air carriers contrary to established security requirements
- (12) Destruction of an aircraft or aircraft facility
- (13) Murder
- (14) Assault with intent to murder
- (15) Espionage
- (16) Sedition
- (17) Kidnapping or hostage taking
- (18) Treason
- (19) Rape or aggravated sexual abuse
- (20) Unlawful possession, use, sale, distribution, or manufacture of an explosive or weapon
- (21) Extortion
- (22) Armed or felony unarmed robbery
- (23) Distribution, of, or intent to distribute, a controlled substance
- (24) Felony arson
- (25) Felony involving a threat
- (26) Felony involving
 - (I) Willful destruction of property
 - (II) Importation or manufacture of a controlled substance
 - (III) Burglary
 - (IV) Theft
 - (V) Dishonesty, fraud, or misrepresentation
 - (VI) Possession or distribution of stolen property
 - (VII) Aggravated assault
 - (VIII) Bribery
 - (IX) Illegal possession of a controlled substance punishable by a maximum term of imprisonment of more than 1 year
- (27) Violence at international airports
- (28) Conspiracy or attempt to commit any of the criminal acts listed in this paragraph (d)

Federal regulations under 49 CFR 1542.209 (I) impose a continuing obligation to disclose to the airport operator within 24 hours if he or she is convicted of any disqualifying criminal offense that occurs while he or she has unescorted access authority.