



Title of Job: Franchise Business Consultant

**LOCATION: (1) Northeast
(1) Northwest**

Posted: Nov. 2008

SUMMARY:

Exciting well-established full service restaurant franchise with 125 locations across various states and many locations under development, this brand is clearly the country's premier group in its segment. The Franchise Business Consultant will be responsible for supporting new and existing franchisees in all aspects of operations including, but not limited to maintaining established operating standards, financial management, cost control and analysis, staffing and communication.

RESPONSIBILITIES/ACCOUNTABILITIES:

- Will ensure acceptable level of operational proficiency in every restaurant to include product quality, established health department standards and service expectations.
- Will provide written communication to Franchisees, in a timely manner, regarding visits and evaluations.
- Will support and attend all new restaurant openings within their area of responsibility.
- Will provide support to all franchise restaurants and franchisees as required in the franchise agreement.
- Will maintain a professional and positive relationship with all franchisees and their subordinates.
- Will act as liaison between franchisee and corporate.
- Will perform restaurant evaluations in accordance with established guidelines.
- Will work with and communicate with other departments and employees to achieve established corporate goals and objectives.
- Will operate within established travel budgets and guidelines.
- Keeps immediate supervisor and team informed of all business matters pertaining to all areas of responsibility. Takes prompt action to resolve problems or barriers and suggest alternative solutions or actions when necessary.
- Performs all duties in a timely, effective, and proficient manner in accordance with established company policies to achieve the expected results of the position responsibilities.
- Maintains favorable business relationships with peers, field staff, vendors, and other company employees to foster and promote a cooperative and harmonious working climate.
- Demonstrates effective project management, communication, and follow-up skills at all times.

- ❑ Performs other duties and special projects as required.
- ❑ Maintains strict confidentiality with information or knowledge considered sensitive or confidential in nature.

QUALIFICATIONS:

To perform this job successfully, the individual must be able to perform all job responsibilities and accountabilities. The items listed in this job description are representative of the knowledge, skill, and/or ability required.

Additional Qualifications would include:

- ❑ Strong written and verbal skills
- ❑ Strong organizational and implementation skills
- ❑ Understanding of financial data for preparation and analyzing.
- ❑ Ability to define problems, collect data/information to draw conclusions and make sound training & business decisions.
- ❑ Ability to travel 70% of the time within designated territory and other travel as required.
- ❑ Ability to work 50-60 hrs. a week, more if needed. Also, be able to work a variety of shifts or varying schedule and/or hours as required.

EDUCATION & EXPERIENCE:

Bachelor's degree is preferred.

Minimum four years experience as a multi-unit supervisor of a chain and/or branded concept or five years operations experience or a combination of education and/or experience.

SALARY: Commensurate with Experience

Consultant:

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Dick Wray shall provide equal employment opportunity to all qualified candidates, and will refer candidates without regard to race, color, religion, national origin, sex, age, disability, veteran candidates without regard to race, color, religion, national origin, sex, age, disability, veteran status or any other legally protected basis. Dick Wray shall comply with all applicable laws, rules and regulations in the performance of duties pursuant to this Agreement, including but not limited to, Title VII of the Civil Rights Act, the Age Discrimination in Employment Act, the Americans with Disabilities Act, and state and local anti-discrimination laws to the extent applicable.