



## POSITION DESCRIPTION

<b>Functional Title:</b>	Area Director	<b>Compensation Title:</b>	Area Director
<b>Department:</b>	Operations	<b>Location:</b>	Remote (Region Specific)
<b>Reports To:</b>	Regional Director	<b>FLSA Status:</b>	Exempt
<b>Approved By:</b>	VP, Human Resources	<b>Approved Date:</b>	12/17/2025

### POSITION PURPOSE

A brief summary of the purpose this position must fulfill.

The Area Director is responsible for overseeing the day-to-day operational performance of multiple locations within an assigned area, ensuring execution of company standards, financial targets, and people development initiatives. This role serves as a key link between site-level leadership and the Regional Director, driving consistency, accountability, and continuous improvement across all assigned sites.

The 5 Oars of Excellence define the expectations of this role and serve as the foundation for operational leadership. This position is responsible for developing and retaining a strong bench of future leaders, ensuring consistent execution of training and operational standards, and delivering a five-star experience for both customers and employees. Through disciplined leadership, accountability, and a focus on quality, safety, and hospitality, this role drives sustainable growth, operational efficiency, and the achievement of revenue and EBITDA objectives.

### ESSENTIAL DUTIES AND RESPONSIBILITIES

To perform this job successfully, an individual must satisfactorily perform each essential duty. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential duties.

1. Lead and support the execution of operational, financial, and people strategies across assigned locations to ensure alignment with regional and company objectives.
2. Partner directly with the Regional Director to implement strategic initiatives, communicate priorities, and monitor performance across multiple sites.
3. Provide direct leadership, coaching, and accountability to site-level managers, ensuring adherence to operational standards, safety protocols, and customer service expectations.
4. Analyze and review key performance indicators including revenue, labor, controllable expenses, customer feedback, and staffing metrics to drive consistent results.
5. Develop, mentor, and evaluate site leadership talent, building internal bench strength and preparing leaders for future advancement opportunities.
6. Support employee retention and engagement efforts by reinforcing effective hiring, onboarding, training, and performance management practices at the site level.
7. Identify operational gaps and implement corrective action plans in partnership with site leaders and cross-functional teams.
8. Address and escalate employee relations, customer issues, and operational risks in coordination with Human Resources, Safety, and the Regional Director.
9. Perform other duties as assigned.

## **QUALIFICATIONS**

The qualifications listed below are representative of the minimum knowledge, skill, and/or ability required.

### **KNOWLEDGE**

Must possess knowledge of multi-site operations management, labor planning, and performance management, and basic P&L concepts, budgeting, and expense control.

Knowledge of KPI analysis, operational metrics, and customer service standards, required.

Must possess knowledge of safety, compliance, and operational best practices.

### **SKILLS AND ABILITIES**

Must possess the ability to analyze operational and financial data and translate insights into actionable plans.

Strong leadership, coaching, and communication skills to influence and develop site-level leaders required.

Must possess strong organizational and time-management skills in a fast-paced, multi-site environment.

Proficiency in Microsoft Office Suite (including Excel) and Google Workspace or similar systems.

Must possess the ability to balance hands-on operational support with strategic execution.

### **SUPERVISION**

Position functions semi-autonomously Position directly supervises 8 employees. Carry out supervisory responsibilities in accordance with the organization's policies and applicable laws. Responsibilities may include interviewing, hiring, and training employees; planning, assigning, and directing work; appraising performance; rewarding and disciplining employees; addressing complaints and resolving problems.

### **EDUCATION/EXPERIENCE**

Minimum of 3-5 years multi-unit operational leadership experience, preferably within a fast-casual dining or retail environment. However, a combination of experience and/or education will be taken into consideration.

### **COMMUNICATION SKILLS**

Ability to read and interpret complex business and/or technical documents. Ability to write comprehensive reports and detailed business correspondence. Ability to work with groups of people such as other departments and communicate known concepts. Ability to present to a group of departments.

### **MATHEMATICAL SKILLS**

Ability to analyze and interpret basic P&L statements, budgets, and variance reports.

Ability to forecast revenue, manage labor targets, and control controllable expenses across multiple locations.

Ability to calculate percentages, averages, and trends related to key operational metrics such as labor cost, productivity, and sales performance.

Ability to use data-driven insights to support operational decisions and performance improvement plans.

### **REASONING ABILITY**

Ability to solve problems with a variety of concrete variables through semi-standardized solutions that require some ingenuity and analysis. Ability to draw inferences and follow prescribed and detailed procedures to solve moderately complex problems.

### **PHYSICAL DEMANDS**

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

This role demands physical strength, agility, endurance, and a keen eye for detail to ensure high-quality service and safety. Typically standing, walking, bending, and stooping. Ability to lift and carry at least 50 lbs. Role requires hand dexterity and the ability to reach and stretch.

### **WORK ENVIRONMENT**

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

This position is performed primarily in an outdoor environment, exposed to varying weather conditions including sun, heat, cold, rain, and humidity. The work area can be loud due to operating machinery, high-pressure water systems, and vehicle traffic. Team members may be exposed to wet and slippery surfaces, strong water spray, cleaning solutions, and moving vehicles. This role requires standing and moving throughout the shift in a fast-paced environment while maintaining a focus on safety, quality, and customer service.)

***My signature below acknowledges that this job description should not be construed to imply that these requirements are the exclusive standards of the position. Incumbents will follow any other instructions and perform any other related duties, as may be required by their supervisor. Nothing in this job description restricts management's right to assign, reassign, or remove duties and responsibilities to/from this job at any time. This document does not create an employment contract, implied or otherwise, other than an "at will" employment relationship.***

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Printed Name

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Signature

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Date