

# Ruby Tuesday

## Now Accepting Applications

Ruby Tuesday is looking for great people to join our team. Fresh, quality food, great people and comprehensive benefits are the perfect ingredients for a rewarding and exciting career. In fact, we're as dedicated to the personal and professional growth of every Team Member as we are to the freshness and quality of our food. Whether it's part-time or an entire career, we want to make sure you get everything you want out of your Ruby Tuesday experience. And as soon as you join the team you'll notice the fun, friendly working environment and the variety of experience that comes with working at Ruby Tuesday. Apply online today at [rubytuesday.com/careers](http://rubytuesday.com/careers).



ONE TEAM, ONE DREAM



# RubyTuesday

We are seeking **Hourly Team Members** to join us in achieving our mission of consistently delivering a memorable, high-quality casual dining experience with compelling value.

We currently have openings for **Beverage Coordinators, Guest Service Coordinators, Bartenders, Salad Bar Attendants, Cooks, Servers,** and many others. Depending on your experience and your unbridled enthusiasm to make every guest happy, we may have the perfect opportunity just for you.

## What we expect from you.

Two years high-quality casual dining experience, a graduate of a culinary or hospitality program, or an equivalent combination of education and experience

A proven commitment to deliver high-quality food, beverage, and customer service to every guest you are privileged to serve

## What you can expect from us.

Flexible schedules

Day One Health and Dental Benefits

Competitive Pay

Career Advancement

401(k)

Credit Union Membership

Great teamwork, camaraderie, and stability; our turnover is one of the lowest in the industry

38 Years of experience...after all, we've been doing this since 1972

## It's not work when it's a passion.

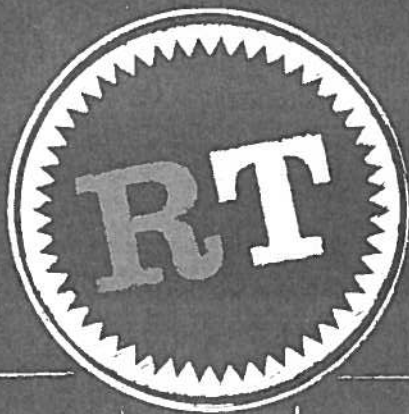
Ruby Tuesday is driven by uncompromising freshness and quality, gracious hospitality and a growing list of Five-Star restaurants destined to be the envy of the high-quality casual dining business. Fresh, quality food, great people and important benefits are the perfect ingredients for a rewarding and exciting career. In fact, we're as dedicated to the personal and professional growth of each and every team member as we are to the freshness and quality of our food. Whether it's just part-time or an entire career, we want to make sure you get everything you want out of your Ruby Tuesday experience. And as soon as you join the team you'll notice the fun, friendly working environment and the variety of experience that comes with working at Ruby Tuesday.

## Interested?

Apply with us online. <https://my.peoplematter.at/rubytuesday/hire/application>

*Ruby Tuesday, Inc. is an Equal Opportunity Employer*





# ONE TEAM *one* DREAM

**R**

**RECOGNIZE**  
guests by name

**U**

**UNEXPECTED**  
delights

**B**

**BALANCE**  
food quality & speed

**Y**

**YOUR SMILE**  
is unique... be real, have fun!

**W**

**WORLD CLASS**  
Garden Bar: 14 shifts a week!

**A**

**ALWAYS**  
give a friendly welcome & farewell

**Y**

**YOU OWN**  
the Guest's moment of truth





### **JOB SUMMARY**

The Server Assistant is responsible for always providing a friendly welcome and farewell to all of our guests. Through use of the Table Management System (TMS), the server assistant is responsible for seating the guests and assisting the service team with ensuring that each guest leaves happy.

### **ESSENTIAL DUTIES AND RESPONSIBILITIES**

- This position requires attendance as scheduled and policy and procedure compliance.
- Maintain a gracious, pleasant and friendly attitude, while contributing to a teamwork-based work environment.
- Take pride in his/her appearance while adhering to the Ruby Tuesday Dress & Appearance Policy.
- Responsible for set-up, cleanliness, and organization of the front door area before, during, and after every shift.
- Adhere to proper procedures for utilizing the TMS system to control the flow of guest seating. Utilizes the Wait and Reservation Lists in the TMS system.
- Responsible for understanding and setting up the floor plan in the TMS system.
- Welcome each guest in a hospitable, courteous, and friendly manner. Take the guests' information and accurately quote wait times when tables are not immediately available.
- Promptly seat guests in the bar/dining area when seating is available.
- Present menus and promotional materials, while suggesting specific food and beverages to the guest; provide children with crayons and menu/coloring sheet.
- Ensure each guest receives a friendly farewell. Observe tables and keep track of clean, dirty, and unoccupied tables.
- Answer the phone and assist with answering guests' questions in a friendly, courteous manner.
- Accommodate guests' needs and requests such as refilling beverages, providing silverware, etc.
- Deliver biscuits, food, and beverages as needed to assist Servers and Bartenders.
- Follow all sanitation and safety guidelines at all times.
- Clear dirty dishes, glass, and tableware and reset tables according to Ruby Tuesday standards.
- Remove bus tubs and dirty dishes from behind the bar area.
- Clean and sweep around tables as needed.
- Position requires slip-resistant shoes.

### **EDUCATION AND/OR EXPERIENCE**

High School Diploma or High School equivalency preferred.

### **PHYSICAL REQUIREMENTS**

This position requires regular attendance; requires the ability to stand or walk for hours at a time; frequently required to hear, speak, walk, crawl, climb, stand, reach, bend, balance, kneel, stoop, lift and carry items up to 50 lbs; requires ability to tolerate significant changes in temperature, and frequent immersion of hands in water and cleaning or sanitizing solutions. Specific vision abilities required by this

Note: The job description reflects the assignment of the essential functions of the current position, but does not prescribe or restrict tasks that may be assigned. The essential functions are specified, but are subject to change at any time for various reasons, including management discretion.

# Ruby Tuesday

## Server Assistant

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job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

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### **JOB SUMMARY**

The Server is responsible for always providing prompt and friendly food and beverage service to all of our guests by following the Ruby Way. Responsible for meeting or exceeding sales performance objectives as determined, communicated, and monitored by management.

### **ESSENTIAL DUTIES AND RESPONSIBILITIES**

- This position requires attendance as scheduled and policy and procedure compliance.
- Maintain a gracious, pleasant and friendly attitude, while contributing to a teamwork-based work environment.
- Take pride in his/her appearance while adhering to the Ruby Tuesday Dress & Appearance Policy.
- Provide each guest with a friendly welcome and farewell to ensure a positive and memorable visit.
- Guide guests through food, beverage, and promotional menus.
- Write down and repeat back guests' orders. Accurately input orders at the MICROS.
- Deliver food and beverage items from expo and the service bar according to Ruby Tuesday standards.
- Ensure the highest quality preparation and presentation of food and beverage items.
- Responsible for attention and prompt response to the guests' needs and requests throughout their entire visit.
- Present an accurate guest check, accept payment, and quickly complete the transaction.
- Complete specific side work and station maintenance.
- Serve 2-4 tables within a designated station.
- Answer the phone and assist with answering guests' questions in a friendly, courteous manner.
- Serve alcoholic beverages in accordance with the Ruby Tuesday Responsible Serving Statement Policy.
- Provide service in a way as to create new and repeat business and avoid guest complaints.
- Position requires slip-resistant shoes.

### **EDUCATION AND/OR EXPERIENCE**

High School Diploma or High School equivalency preferred.

### **PHYSICAL REQUIREMENTS**

This position requires regular attendance; requires the ability to stand or walk for hours at a time; frequently required to hear, speak, walk, crawl, climb, stand, reach, bend, balance, kneel, stoop, lift and carry items up to 50 lbs; requires ability to tolerate significant changes in temperature, and frequent immersion of hands in water and cleaning or sanitizing solutions. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

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### **JOB SUMMARY**

The Bartender mixes and responsibly serves alcoholic and non-alcoholic beverages to guests in the bar area and, through the service bar, to guests in the dining room. All beverages are prepared according to Ruby Tuesday recipes, standards, and procedures. Provides food service to guests choosing to dine in the bar area. Responsible for meeting or exceeding sales performance objectives as determined, communicated, and monitored by management.

### **ESSENTIAL DUTIES AND RESPONSIBILITIES**

- This position requires attendance as scheduled and policy and procedure compliance.
- Maintain a gracious, pleasant and friendly attitude, while contributing to a teamwork-based work environment.
- Take pride in his/her appearance while adhering to the Ruby Tuesday Dress & Appearance Policy.
- Provide each guest with a friendly welcome and farewell to ensure a positive and memorable visit.
- Guide guests through food, beverage, and promotional menus.
- Write down and repeat back guests' orders. Accurately input orders at the MICROS.
- Responsible for attention and prompt response to the bar guests' needs and requests throughout their entire visit.
- Present an accurate guest check, accept payment, and quickly complete the transaction.
- Answer the phone and assist with answering guests' questions in a friendly, courteous manner.
- Serve alcoholic beverages in accordance with the Ruby Tuesday Responsible Serving Statement Policy.
- Prepare alcoholic and non-alcoholic beverages for sale to the dining room and bar guests according to Ruby Tuesday recipes and quality standards, as specified in the recipe manual or on the Bar Display System (BDS).
- Prepare bar and dining room beverage orders promptly.
- Accountable for receiving accurate payment and balancing the cash drawer used during their shift; daily/weekly bar inventories must correspond with cash totals.
- Stock all liquors, beer, wines, mixes, garnishes, glassware, and miscellaneous bar supplies.
- Open wine and champagne bottles and tap beer kegs as needed.
- Maintain clean and sanitary conditions in coolers, wells, sinks, floors, and other bar storage areas according to Ruby Tuesday standards.
- Provide service in a way as to create new and repeat business and avoid guest complaints.
- Position requires slip-resistant shoes.

### **EDUCATION AND/OR EXPERIENCE**

High School Diploma or High School equivalency preferred.

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### PHYSICAL REQUIREMENTS

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### **JOB SUMMARY**

The Expo is responsible for ensuring that all food orders are prepared within a timely manner and according to guest special request and Ruby Tuesday recipes. Communicates with the service and heart of house teams to expedite all food deliveries to TueGo/Catering, dining room, and bar areas.

### **ESSENTIAL DUTIES AND RESPONSIBILITIES**

- This position requires attendance as scheduled and policy and procedure compliance.
- Maintain a gracious, pleasant and friendly attitude, while contributing to a teamwork-based work environment.
- Take pride in his/her appearance while adhering to the Ruby Tuesday Dress & Appearance Policy.
- Ensure the highest quality preparation and presentation of food items.
- Serve hot food hot and cold food cold every time.
- Manage the preparation of all re-cooks and special order requests.
- Expedite the service of food to TueGo/Catering, dining room, and bar areas.
- Utilize the Kitchen Display System (KDS) effectively in order to maintain the flow of service, control cost/waste, and build sales.
- Organize the table orders in the expo area according to the tickets.
- Complete specific side work and station maintenance.
- Responsible for the set-up, cleanliness, and organization of the work area before, during, and after every shift.
- Follow all safety and sanitation guidelines at all times.
- Support the service team in a way as to create new and repeat business and avoid guest complaints.
- Position requires slip-resistant shoes.

### **EDUCATION AND/OR EXPERIENCE**

High School Diploma or High School equivalency preferred.

### **PHYSICAL REQUIREMENTS**

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### **JOB SUMMARY**

The Dish Machine Operator (DMO)/Garden Bar Attendant (GBA) is responsible for maintaining the cleanliness and sanitation of all glassware, tableware, and cooking utensils/vessels by using both mechanical and manual cleaning methods in accordance with Ruby Tuesday standards. Sets-up, maintains, and breaks-down the Garden Bar and dish machine area following Ruby Tuesday procedures.

### **ESSENTIAL DUTIES AND RESPONSIBILITIES**

- This position requires attendance as scheduled and policy and procedure compliance.
- Maintain a gracious, pleasant and friendly attitude, while contributing to a teamwork-based work environment.
- Take pride in his/her appearance while adhering to the Ruby Tuesday Dress & Appearance Policy.
- Follow all safety and sanitation guidelines at all times.
- Set up, maintain, and break down the garden bar and dish area, including assembling/ disassembling the dish machine.
- Wash and clean fruit and vegetables for peeling, dicing, shredding, or slicing using kitchen hand-utensils and electric equipment.
- Measure and assemble ingredients and cooked items according to Ruby Tuesday recipes and menu specifications.
- Complete specific cleaning responsibilities and station maintenance including, but not limited to, the walk-in refrigeration, prep, and dry storage areas.
- Ensure the highest quality preparation and presentation of food items served on the garden bar.
- Prepare food in a way to avoid waste and spoilage, ensure high quality, and to maintain food safety standards; daily/weekly food inventories correspond with food sales.
- Stock/restock items on the garden bar according to specifications.
- Assist guests who cannot easily access the garden bar by preparing a salad to the guest's specifications; may deliver the salad to the table.
- Dispose of trash and debris according to Ruby Tuesday procedures.
- Clean and maintain the cleanliness of carpeted and non-carpeted floors according to Ruby Tuesday standards and procedures.
- Maintain clean, stocked, and sanitary restrooms through regular restroom checks.
- Rinse, wash, sort, and stack glassware, tableware, and cooking utensils/vessels by using both mechanical and manual cleaning methods; return dishes and cooking utensils/vessels to the line or the proper storage location.
- Clean, roll, and unroll kitchen mats.
- Sweep up trash around exterior of restaurant. Deck scrub walk ways and back dock area.
- Responsible for the set-up, cleanliness, and organization of the work area before, during, and after every shift.
- Position requires slip-resistant shoes.

### **EDUCATION AND/OR EXPERIENCE**

High School Diploma or High School equivalency preferred.

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### PHYSICAL REQUIREMENTS

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### **JOB SUMMARY**

The Cook is responsible for preparing all food orders within a timely manner and according to guest special request and Ruby Tuesday recipes. Communicates with the service team and the expo to ensure the food orders meet the guests' expectations.

### **ESSENTIAL DUTIES AND RESPONSIBILITIES**

- This position requires attendance as scheduled and policy and procedure compliance.
- Maintain a gracious, pleasant and friendly attitude, while contributing to a teamwork-based work environment.
- Take pride in his/her appearance while adhering to the Ruby Tuesday Dress & Appearance Policy.
- Follow all safety and sanitation guidelines at all times.
- Ensure the highest quality preparation and presentation of food items.
- Serve hot food hot and cold food cold every time.
- Grill, deep fry, bake, broil, steam and microwave raw and prepared food.
- Measure and assemble ingredients and cooked items according to Ruby Tuesday recipes and menu specifications.
- Portion food into individual and bulk packages.
- Wash and clean fruit and vegetables for peeling, dicing, shredding, or slicing using kitchen hand-utensils and electric equipment.
- Prepare any re-cooks or special order requests.
- Utilize the Kitchen Display System (KDS) effectively in order to maintain the flow of service, control cost/waste, and build sales.
- Complete specific cleaning responsibilities and station maintenance including, but not limited to, the walk-in refrigeration, prep, and dry storage areas.
- Prepare food in a way to avoid waste and spoilage, ensure high quality, and to maintain food safety standards; daily/weekly food inventories correspond with food sales.
- Set up, maintains, and breaks down the kitchen.
- Stock/restock items on the line according to specifications.
- Responsible for the set-up, cleanliness, and organization of the work area before, during, and after every shift.
- Position requires slip-resistant shoes.

### **EDUCATION AND/OR EXPERIENCE**

High School Diploma or High School equivalency preferred.

### **PHYSICAL REQUIREMENTS**

This position requires regular attendance; requires the ability to stand or walk for hours at a time; frequently required to hear, speak, walk, crawl, climb, stand, reach, bend, balance, kneel, stoop, lift and carry items up to 50 lbs; requires ability to tolerate significant changes in temperature, and frequent immersion of hands in water and cleaning or sanitizing solutions. Specific vision abilities required by this

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# Ruby Tuesday

## Cook

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### **JOB SUMMARY**

This position is responsible for the day-to-day management of the restaurant. Responsible for teaching, training, and leading Team Members. Must present a professional image at all times. Must coach, counsel, and develop Team Members to maximize sales and profitability, control expenses, meet budgetary constraints, handle Guest complaints, and ensure sanitation, safety and food quality. The Manager is a champion of the Ruby Way and is expected to consistently model the behavior expected of Team Members.

### **ESSENTIAL DUTIES AND RESPONSIBILITIES**

- This position requires attendance as scheduled.
- Ensure each guest receives excellent service by leading and modeling the Ruby Way.
- Recruit, train, develop, and communicate through consistent daily interactions with all Team Members.
- Complete focal point review development plans for Team Members, including regular one-on-one follow-up regarding the progress of the development plans.
- Adhere to company policies, procedures, all state and federal wage and hour regulations, and restaurant filing responsibilities.
- Ensure all equipment is in good repair.
- Manage all processes including line checks, pull thaw, prep lists, food inventory, beverage cost, truck orders, food safety, etc.
- Verify that all food is prepared to spec with regard to portion, preparation, and plate presentation.
- Responsible and accountable for key results to include food cost, inventory levels, utility usage, and Health Department ratings.
- Conduct initial interviews with potential hires and make recommendations on candidates to move forward in the interview process.
- Responsible for execution of new initiatives including new product and menu rollouts.
- Write and manage Team Member schedules.

### **SUPERVISORY RESPONSIBILITIES**

The Manager is responsible for the supervision and development of their Team Members and to treat each person with dignity and respect.

### **EDUCATION AND/OR EXPERIENCE**

High School Diploma or High School equivalency required. Bachelor's Degree preferred. Requires 1-2 years management experience at Ruby Tuesday or other restaurant concept.

### **COMPUTER SKILLS**

Basic computer skills required.

Note: The job description reflects the assignment of the essential functions of the current position, but does not prescribe or restrict tasks that may be assigned. The essential functions are specified, but are subject to change at any time for various reasons, including management discretion.

### **PHYSICAL REQUIREMENTS**

This position requires regular attendance; the ability to work 55 hours per week is required; requires the ability to stand or walk for hours at a time; frequently required to hear, speak, walk, crawl, climb, stand, reach, bend, balance, kneel, stoop, lift and carry items up to 50 lbs; requires ability to tolerate significant changes in temperature, and frequent immersion of hands in water and cleaning or sanitizing solutions. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

### **JOB SUMMARY**

This position is responsible for the day-to-day management of the restaurant. Responsible for teaching, training, and leading Managers and Team Members. Must present a professional image at all times. Must coach, counsel, and develop Managers and Team Members to maximize sales and profitability, control expenses, meet budgetary constraints, handle Guest complaints, and ensure sanitation, safety and food quality. The GM is a champion of the Ruby Way and is expected to consistently model the behavior expected of Managers and Team Members.

### **ESSENTIAL DUTIES AND RESPONSIBILITIES**

- This position requires attendance as scheduled.
- Ensure each guest receives excellent service by leading and modeling the Ruby Way; responsible for all FOH and HOH results.
- Recruit, train, develop, and communicate through consistent daily interactions and weekly meetings with all Managers and Team Members.
- Complete focal point review development plans for Managers, including regular one-on-one follow-up regarding the progress of the development plans.
- Reinforce Team Members' skills and Managers' leadership behaviors.
- Identify strategies to retain the best Team Members.
- Control receiving and inventory levels and report all concerns to the OP.
- Create and delegate daily goals and tasks and ensure completion through consistent follow-up.
- Monitor sales performance to ensure proper scheduling and staffing while developing strategies to meet sales goals.
- Adhere to company policies, procedures, all state and federal wage and hour regulations, and restaurant filing responsibilities.
- Control funds, bank deposits, media, and payroll.
- Ensure all equipment is in good repair.

### **SUPERVISORY RESPONSIBILITIES**

The General Manager is responsible for the supervision and development of their Managers and Team Members and that each person is treated with dignity and respect.

### **EDUCATION AND/OR EXPERIENCE**

High School Diploma or High School equivalency required. Bachelor's Degree preferred. Requires 3+ years management experience at Ruby Tuesday or other restaurant concept.

### **COMPUTER SKILLS**

Basic computer skills required.

Note: The job description reflects the assignment of the essential functions of the current position, but does not prescribe or restrict tasks that may be assigned. The essential functions are specified, but are subject to change at any time for various reasons, including management discretion.

### **PHYSICAL REQUIREMENTS**

This position requires regular attendance; the ability to work 55 hours per week is required; requires the ability to stand or walk for hours at a time; frequently required to hear, speak, walk, crawl, climb, stand, reach, bend, balance, kneel, stoop, lift and carry items up to 50 lbs; requires ability to tolerate significant changes in temperature, and frequent immersion of hands in water and cleaning or sanitizing solutions. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

### **JOB SUMMARY**

Leads a specific geographical area of operations, typically between 8 -12 restaurants. Ensures teams understand our key strategic priorities through effective communication, education, and motivation. The OP will live and model our values and uphold the Ruby Tuesday Standards. Committed to teaching, coaching, and developing teams. Focused on creating sustainable profitable guest count growth. Have the skills and competencies to manage change, apply situational leadership, and strengthen the Ruby Tuesday culture.

### **ESSENTIAL DUTIES AND RESPONSIBILITIES**

- Work with the Talent Acquisition Management team to recruit both internal and external managers who have the skills and competencies necessary to be successful at Ruby Tuesday. Work with General Manager on identifying and developing high-level internal performers.
- Be a subject matter expert on Manager In Training (MIT) program and development activities. Work closely with the General Manager on all MIT development. Validate and approve all MIT completions.
- Complete focal point review development plans for General Managers, including regular one-on-one follow-up regarding the progress of the development plans.
- Consistently recognize success by offering positive feedback and rewards at every level for living the Ruby Way and delivering outstanding results.
- Responsible for maintaining the RTI Code of Business Conduct and Ethics, as well as the RTI Respect and Responsibility Policy at all restaurants.
- Responsible for knowing the results of each restaurant. Can identify exceptions and can teach restaurant leadership corrective actions. Conduct regular restaurant visits to teach, coach, and motivate. Conduct at least one opening visit and one closing visit per month. Work 50% of the busiest shifts.
- Become a subject matter expert on any initiative that is rolled out in order to teach and sustain the change.
- Maintain the highest restaurant facility and safety standards, by ensuring that all restaurants are following proper maintenance and safety procedures.
- Communicate as needed with respective Regional Partner (RP) on any exceptions, including succession planning, turnover, and guest issues in any of the restaurants.

### **SUPERVISORY RESPONSIBILITIES**

The Operating Partner is responsible for the supervision and development of their General Managers, Managers, and Managers In Training.

### **EDUCATION AND/OR EXPERIENCE**

High School Diploma or High School equivalency required. Bachelor's Degree preferred. Requires 2+ years experience as a successful General Manager at Lime or other restaurant concept.

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### **COMPUTER SKILLS**

Basic computer skills required.

### **PHYSICAL REQUIREMENTS**

This position requires regular attendance; the ability to work 55 hours per week is required; requires the ability to stand or walk for hours at a time; frequently required to hear, speak, walk, crawl, climb, stand, reach, bend, balance, kneel, stoop, lift and carry items up to 50 lbs; requires ability to tolerate significant changes in temperature, and frequent immersion of hands in water and cleaning or sanitizing solutions. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.