

Zaxbys Employee Handbook



Bookkeeper

The Bookkeeper position maintains and records business transactions, balances ledgers, reconciles accounts, and prepares financial reports and supporting schedules for assigned entities.

ESSENTIAL JOB FUNCTIONS:

Essential duties may include, but are not limited to the following:

- Develop and maintain an on-going professional relationship with assigned Licensees
- Prepare monthly financial statements and reports accurately and timely for 13 or more assigned stores
- Update all Balance Sheet accounts and schedules
- Reconcile bank accounts and prepare general ledger reconciliations
- Process accounts payable and maintain relevant check registers
- Enter journal entries and perform month end closing
- Prepare and file sales tax returns
- Assist in preparation of 1099's for assigned stores
- Prepare appropriate schedules and reports as requested by clients or managers
- Receives minimal direction and uses knowledge and experience to exercise independent judgment
- Relies on experience and judgment to plan and accomplish goals
- Plans or prepares more complex or technical financial accounting documents, including special projects
- Communicate with supervisor, co-workers, licensees, and others in a courteous and professional manner
- Shows initiative in a positive "can do" attitude
- Follows all bookkeeping procedures and guidelines set up by management
- Conforms with and abides by all regulations and policies in the Zaxby's Franchising, LLC handbook
- This job description is in no way states or implies that these are the only duties to be performed by the employee(s) in this position. Employee(s) will be required to follow any other job-related instructions and to perform any other job-related duties to meet Zaxby's Franchising, LLC's needs.

QUALIFICATIONS:

- Enhanced understanding of accounting principles
- Advanced knowledge of standard concepts, practices, and procedures within the accounting field
- Proficiency in Word and Excel
- Experience using accounting software
- Excellent organizational skills and time management
- Excellent written and verbal communications
- Able to maintain confidential information
- Work well in team environments
- Above average attention to detail, initiative, and problem solving skills
- Ability to multi-task multiple priorities and deadlines

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Zaxby's Employee Handbook is an essential document that outlines the policies, procedures, and expectations for all employees working at Zaxby's. As a fast-casual restaurant chain specializing in chicken dishes, Zaxby's aims to provide a positive work environment for its employees while delivering high-quality service to its customers. This handbook serves as a comprehensive guide to understanding the company culture, operational guidelines, employee rights, and responsibilities.

In this article, we will delve into the various sections of the Zaxby's employee handbook, covering topics such as company policies, employee benefits, training and development, and more.

Company Overview

Zaxby's was founded in 1990 in Statesboro, Georgia, by Zach McLeroy and Tony Townley. The brand has grown significantly, with hundreds of locations across the United States. The company prides itself on its commitment to quality, service, and community involvement. Employees are considered vital to the brand's success, and the handbook reflects this philosophy.

Mission Statement

The mission of Zaxby's is to provide flavorful, high-quality food in a fast-casual environment while creating memorable experiences for customers. Employees are encouraged to embody this mission in their daily tasks.

Workplace Policies

The Zaxby's employee handbook outlines various workplace policies that all employees must adhere to. These policies are designed to promote a safe and respectful work environment.

Code of Conduct

Employees are expected to conduct themselves with professionalism and integrity. This includes:

- Respecting coworkers and customers
- Following instructions from supervisors
- Maintaining a positive attitude
- Avoiding any form of harassment or discrimination

Attendance and Punctuality

Regular attendance is crucial for the smooth operation of Zaxby's locations. Employees are required to:

1. Arrive on time for scheduled shifts
2. Notify supervisors in advance of any absences or tardiness
3. Adhere to the attendance policy, which may include disciplinary measures for repeated violations

Dress Code

Zaxby's has a specific dress code that employees must follow. This includes:

- Wearing the designated uniform, which typically consists of a branded shirt, apron, and name tag
- Maintaining proper hygiene and grooming standards
- Wearing non-slip shoes for safety

Employee Benefits

Zaxby's believes in taking care of its employees by offering a range of benefits. While specific benefits may vary by location, the following are commonly available:

Health Benefits

Eligible employees may have access to various health benefits, including:

- Medical insurance
- Dental insurance
- Vision insurance

Retirement Plans

Zaxby's may offer retirement plans such as a 401(k) plan, allowing employees to save for their future.

Paid Time Off

Employees may be entitled to paid time off (PTO) for various reasons, including:

- Vacation
- Sick leave
- Personal time

Employee Discounts

Zaxby's employees often enjoy discounts on food and beverages, allowing them to experience the menu at a reduced cost.

Training and Development

Zaxby's places a strong emphasis on training and development to ensure that employees are well-equipped to perform their roles effectively.

Onboarding Process

New employees undergo a comprehensive onboarding process, which includes:

- Orientation sessions to introduce company culture and values
- Job-specific training to familiarize employees with their responsibilities
- Shadowing experienced team members to learn best practices

Ongoing Training Opportunities

Zaxby's encourages continuous learning and development through various training programs, such as:

- Leadership training for those seeking advancement
- Customer service workshops to enhance interaction skills
- Safety training to maintain a safe working environment

Performance Evaluation

Regular performance evaluations are conducted to assess employees' work and provide constructive feedback. The evaluation process includes:

- Setting clear performance goals and expectations
- Regular check-ins to discuss progress
- Annual performance reviews to evaluate achievements and areas for improvement

Promotion Opportunities

Zaxby's promotes from within whenever possible, providing employees with opportunities for advancement based on performance and commitment. Employees are encouraged to express interest in promotional opportunities during evaluations.

Workplace Safety

The safety of employees and customers is a top priority at Zaxby's. The handbook outlines safety protocols and procedures to minimize risks.

Emergency Procedures

Employees must familiarize themselves with emergency procedures, including:

- Evacuation routes in case of fire or other emergencies
- Reporting accidents or injuries to supervisors immediately
- Knowing the location of first aid kits and fire extinguishers

Health and Safety Guidelines

Employees are required to follow health and safety guidelines, such as:

- Adhering to food safety standards to prevent contamination
- Using personal protective equipment (PPE) when necessary
- Maintaining a clean and organized workspace

Employee Relations

Zaxby's values open communication and aims to foster positive employee relations. The handbook outlines procedures for addressing concerns and grievances.

Conflict Resolution

In the event of a conflict or issue, employees are encouraged to:

1. Address the issue directly with the concerned party, if comfortable
2. Seek assistance from a supervisor or manager if necessary
3. Utilize the company's formal grievance procedure if the issue remains unresolved

Open Door Policy

Zaxby's maintains an open-door policy, allowing employees to approach management with questions, suggestions, or concerns without fear of retaliation.

Conclusion

The Zaxby's employee handbook is a vital resource for all employees,

providing essential information regarding workplace expectations, policies, and benefits. By understanding and adhering to the guidelines outlined in the handbook, employees can contribute to a positive work environment that aligns with Zaxby's mission of delivering exceptional service and quality food.

Employees are encouraged to refer to the handbook regularly and to seek clarification from supervisors or human resources on any policies or procedures they may not fully understand. Ultimately, the success of Zaxby's depends not only on the quality of its food but also on the dedication and professionalism of its employees.

Frequently Asked Questions

What are the key policies outlined in the Zaxby's employee handbook?

The Zaxby's employee handbook outlines policies on attendance, dress code, workplace conduct, safety procedures, and employee benefits.

How does Zaxby's handle employee scheduling according to the handbook?

The handbook specifies that employees should request schedule changes at least two weeks in advance and outlines the process for shift swaps.

What benefits do Zaxby's employees receive as stated in the handbook?

Employees may receive benefits such as health insurance, paid time off, employee discounts, and opportunities for advancement.

Are there any specific training requirements mentioned in the Zaxby's employee handbook?

Yes, the handbook details mandatory training sessions for new hires, including food safety, customer service, and operational procedures.

What disciplinary actions are mentioned in the Zaxby's employee handbook?

The handbook outlines a progressive discipline policy, which may include verbal warnings, written warnings, and possible termination for repeated infractions.

Does the Zaxby's employee handbook include

guidelines for employee conduct?

Yes, it includes expectations for professionalism, teamwork, and respect towards colleagues and customers.

What is Zaxby's policy on harassment as per the employee handbook?

The handbook states a zero-tolerance policy for harassment and provides steps for reporting incidents to management.

How often is the Zaxby's employee handbook updated?

The handbook is reviewed and updated annually to ensure compliance with legal requirements and industry standards.

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