



The Juicy Crab Management Inc.
3555 Koger Blvd
Suite 390
Duluth, GA 30096

September 3, 2021

Oktavia Purnamasari

Dear Oktavia,

The Juicy Crab Management Inc. is delighted to offer you the **full-time** position of **Kitchen Manager**. You have met the training compliance and passed the kitchen test.

Classification: Your classification is that of an **Exempt** employee. As such, you are not eligible for overtime.

Duties: As a Kitchen Manager, you are responsible for the overall operations for the back of the house and kitchen area of the restaurant.

Here are your job description and expectations:

- Monitors and responsible for kitchen operations and conditions to ensure the quality of product.
- Monitoring and responsible for kitchen includes Employee job performance, Food and Labor costs, budgets, sales, food and beverage, preparation/storage/inventory/presentation, vendor invoices, financial transactions to include comps/voids
- Oversees the training of new employees
- Generates/Oversees work schedules for all kitchen employees (Salary/Hourly)
- Assigns duties and responsibilities to employees based upon work requirements
- Ensures all The Juicy Crab operation systems are in place, monitored, and continually improved throughout the kitchen
- When needed, perform the duties of a Cook, Prep and other kitchen duties.
- Ensure employees follow safety, sanitation, and security procedures.
- Evaluates condition of equipment and conducts routine maintenance and minor repairs to ensure smooth operation and save on costs.
- Calibrates kitchen equipment and gauges with thermometer to ensure compliance with HACCP standards.
- Ability to move throughout the restaurant (standing, walking, kneeling, bending) for extended periods of time (up to 12 hours a day).
- Manual dexterity, hand-eye coordination, and ability to work with hand above shoulders.
- Lift and carry tubs, trays and cases weighing up to 60 pounds for distances up to 10 ft.
- Withstand temperatures of 30 degrees to 140 degrees Fahrenheit.
- Handles chemicals and loud/noisy environments.
- Ability to operate potentially hazardous equipment.
- Ensure all purchasing thru company approved vendors.
- Must be Servsafe Certified.
- Other duties as assigned.



Scheduled Work Hours/Start Date: You are expected to work at least 5 days per week. Based on store hours, you will be scheduled to work 50-55 hours per week. You may be required to work in excess of 55 hours per week based upon the needs of the company. Your tentative start date will be on Monday, September 6, 2021.

Compensation/Benefits: You will be paid an annual salary of \$55,000.00 (subject to all required withholdings and deductions), payable biweekly, your eligibility for health insurance remains in effect and 2 days of sick leave every 6 months. You will continue to earn 5 days of Paid Time Off (PTO) every 6 months. There is a 90-day waiting period for health insurance benefits.

Bonus/Commissions: In order to be eligible for bonus, you are required to complete 2 months of training, pass General Manager and Kitchen Manager tests, to run a store independently.

As a Kitchen Manager, you will be eligible to receive store performance bonus & compensation.

- Bonus:
 - Will qualify for KM monthly and quarterly bonus from your store.
- Employee meal will be provided at store level.
- Short term incentive: Eligible for the Manager's Bonus Program of each store as noted above. Dependent upon the overall achievement of designated business objectives and your bonus opportunity on the overall achievements of designed business objective.
- Long term incentive is currently being reviewed and once you meet the criteria, you will be eligible to participate the long-term profit and sharing program.

*** All incentive compensation will be assessed and awarded at the Company's sole discretion.

Policies: Employment is subject to the company's policies, procedures, and employee handbook (if applicable) which may be revised or deleted from time to time. By accepting this offer, you agree to abide by such policies, practices and procedures including the employee handbook.

At-Will Employment: Your employment with The Juicy Crab Inc. will be on an at-will basis which means that either you or the company can terminate the relationship at any time, with or without cause or advance notice.

Current/Former Employment Agreement: You certify to the company that you have no legal obligations (including but not limited to any non-compete/non solicitation or other comparable agreement) that prohibits you from performing your duties for the company.

Proprietary Information of Current or Former Employers: The Company does not allow employees to use proprietary and confidential information of their former employees. By signing this conditional offer of employment, you are agreeing that you understand the Company's policy and agree not to bring to the Company any property belonging to another company nor any proprietary information of any other employer during your employment with the Company.

Contingencies: This offer is contingent upon your successfully passing pre-employment drug testing which will be scheduled once you have acknowledged your acceptance of this conditional job offer, criminal background checks and satisfactory proof of your right to work in the U.S. as required by law. This offer will be withdrawn if any of the provisions of this offer letter are not satisfied.



You acknowledge and agree that you will be subject to a 90-day probationary period. At any time during the 90-day period, the Company, at its absolute discretion can terminate your employment with or without cause for any reason and without notice. Additionally, the Company can extend your probationary period at its discretion. This probationary period does not change the at-will employment relationship.

Other: This offer letter comprises the complete terms of the offer regarding your potential employment. Any oral promises or commitments of any kind made during the interview process or by anyone else at the Company are not valid unless contained in this offer letter.

Please signify your acceptance of this offer by signing and dating this letter which indicated below and signing and dating the standard Non-Disclosure Agreement (Enclosure 2). Acceptance of this conditional job offer is required no later than September 9, 2021.

We are excited about this opportunity and you're continuing to be a part of the Juicy Crab team!

Employee Printed Name: Oktavia Purnamasari

Employee Signature: 

Date: Sept 6th 2021

Name of Authorized Signatory: _____

Signature of Authorized Signatory: _____

Date: _____