

# THE BIGGBY® COFFEE HOME OFFICE IS HIRING!



## WE'RE LOOKING FOR:

Process Coach

Support Technician

Store Development Coordinator

Click on a name to learn more!

**B** happy • have fun • make friends • love people • drink great coffee

## WHAT ARE THE BENEFITS OF WORKING AT THE HOME OFFICE?

### Paid Time Off\*

- Up to 17 PTO days per year
- 1 week vacation on your first day
- All standard holidays (and then some)!
- 3 month paid leave of absence (after every 5 years)

Health Care for a very low contributory cost\*

Retirement Plan with employer match

Gym membership in the building

FREE Coffee at the Home Office

Training Center

\*For all full-time positions

Resumes should be sent to [jobs@biggby.com](mailto:jobs@biggby.com).

Include the job title in the Subject line.



**Job Opening at the  
BIGGBY® COFFEE Home Office**

**2501 Coolidge Road, Suite 302  
East Lansing, MI 48823**

**Title:** Process Coach

**Type:** Full Time

**Salary:** \$32,350/annually  
\$450 monthly car allowance  
Laptop and Cellphone provided  
Health, Retirement & Other Benefits offered  
Free coffee, of course!

To see the full job description: [CLICK HERE](#)

**To Apply:** send your resume to [jobs@biggby.com](mailto:jobs@biggby.com) before September 29<sup>th</sup>, 2017. Please include job title in subject line.

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**Global Orange Development, LLC is an Equal Opportunity Employer.**

# JOB DESCRIPTION

## Process Coach

### Description:

The Process Coach is a member of the Operations Department in the Best Sphere, responsible for collecting and reporting data on the performance of BIGGBY® COFFEE stores through site and procedural evaluations at BIGGBY® COFFEE store locations.

**Direct Supervisor:** Best Sphere | Assistant Manager of Process

### Responsibilities and Duties:

- Schedule evaluations with store operators with email communication and follow up with an Outlook calendar invite at least two weeks prior to the scheduled evaluation.
- Perform the evaluation, recording scores and detailed notes to explain scoring. Answer any questions the staff, Manager, or Operator may have regarding the evaluation.
- Following the inspection, send a short summary email to the Franchise Profitability Coach or Operations Mentor who is responsible for the store that was evaluated.
- Suggest updates of evaluation form when necessary.
- Assist as needed with broad Operations Department objectives such as the development and upkeep of training materials, facilitating training functions, and upkeep of the Training Center.
- Assist with Store Walk through Inspections, Store Trainings and Openings as needed.
- Conduct PERC Pop-Ins as needed.
- Conduct or assist with other classes, seminars, etc. that are conducted by the Operations Department.
- Other duties as assigned

### Experience:

- Must be able to demonstrate the ability to navigate standard formatting and functions within the Microsoft Office suite, including: Excel, Outlook, Word and Power Point. Experience with Publisher is ideal.
- Must be able to conduct store trainings, walk- throughs inspections and act as the second on store openings.

### Requirements:

- Travel is a necessary component of the Process Coach position. The Process Coach must have a valid driver's license, reliable vehicle, up to date vehicle insurance coverage, and the ability to travel from market to market. Travel may also necessitate hotel stays when traveling to remote markets.
- Protracted periods of standing are required when working behind the line in our stores.
- The Process Coach must demonstrate the ability to communicate effectively in written and spoken English.
- Working behind the line in our stores requires the frequent use of all five senses.
- The Process Coach must comply with the Operations Department Appearance & Uniform Policy. Close visual acuity to perform an activity such as: preparing and analyzing data and figures; transcribing; viewing a computer terminal; extensive reading.
- Expressing or exchanging ideas by means of spoken word.
- Exerting up to 50 pounds occasionally and/or up to 20 pounds frequently.
- Travel may also necessitate hotel stays of five days or more when traveling to remote markets or when training at new store openings/trainings.



## Job Openings on the Horizon BIGGBY® COFFEE Home Office

**Title:** Support Technician

**Type:** Full Time

**Salary:** \$13.80/hourly  
Laptop and Cellphone provided  
Health, Retirement & Other Benefits available  
Free coffee, of course!

Click here for the complete job description: [HERE](#)

**To Apply:** send your resume to [jobs@biggby.com](mailto:jobs@biggby.com) before September 15th, 2017.

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## **JOB DESCRIPTION**

### **Support Technician**

#### **Description:**

The Support Technician is a self-motivated customer-service oriented individual with varied skill sets in troubleshooting computers and building, staging and installing basic desktop and network setups for our retail locations as well as the Home Office.

**Direct Supervisor:** Tech Support Manager

#### **Responsibilities and Duties:**

- Phone and remote assistance technical support for a variety of issues
  - Windows operating systems
  - Networking
  - Application support
  - POS software support
  - Phone Support
  - Remote Support
  - Home Office Support
- Building, staging and installing computer systems
- Logging technical support histories via tickets
- Inventory management
- On-call emergency support
- Configure and ship replacement hardware
- Other duties as assigned

#### **Preferred Experience:**

- Windows XP and Windows 7 troubleshooting
- Network troubleshooting
- Operating system installation
- Hands-on hardware setup
- Customer service in technical support or retail applications

#### **Requirements:**

- Must demonstrate the ability to communicate effectively in written and spoken English
- Expressing or exchanging ideas by means of spoken word
- Perceiving the nature of sounds at normal speaking levels with or without correction, and having the ability to receive detailed information through oral communication.
- Close visual acuity to perform an activity such as: preparing and analyzing data and figures; transcribing; viewing a computer terminal; extensive reading.
- Exerting up to 50 pounds occasionally and/or up to 20 pounds frequently
- Ability to work weekends
- Must demonstrate the ability to navigate standard formatting and functions within the Microsoft Office Suite including: Outlook, Excel, Word and Power Point.
- Travel is a necessary component of the IT Support position; a valid drivers' license and the ability to travel from market to market is required. Travel may necessitate hotel stays when traveling to remote market areas.



**Job Opening at the  
BIGGBY COFFEE Home Office**

**2501 Coolidge Road, Suite 302  
East Lansing, MI 48823**

**Title:** Store Development Coordinator

**Type:** Full Time

**Salary:** \$13.80/hour

Health, Retirement & Other Benefits offered  
Free coffee, of course!

To view the job description: [CLICK HERE!](#)

**To Apply:** send your resume to [jobs@biggby.com](mailto:jobs@biggby.com) before  
September 29, 2017. List this job title with your  
submission.

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## **JOB DESCRIPTION**

### **Store Development Coordinator**

#### **Description:**

The Store Development Coordinator works with BIGGBY® COFFEE Owner/Operators during the store design and build-out process to make sure that costs are kept to a minimum, timelines are met, the process is smooth and efficient and the Owner/Operator opens their store on schedule.

**Direct Supervisor:** Store Development Manager

#### **Responsibilities and Duties:**

- Maintain positive communication and keep Owner/Operators on track for store opening.
- Maintain the BIGGBY® COFFEE Specification Manual to be given to Owner/Operators and contractors.
- Coordinate, review and approve exterior signage packages for stores.
- Maintain build-out checklist and hold Owner/Operators accountable to the process and timelines.
- Prepare and maintain materials in the vendor packet for vendor meetings with Owner/Operators.
- Communicate with Home Office regarding build out progress and projected opening dates.
- Schedule deliveries of equipment and other various pre-opening orders.
- Be available as a resource to Owner/Operators via email and phone.
- Obtain detailed final construction costs on every completed store.
- Maintain data bases of historical build out costs and store opening timeframes.
- Other duties as assigned

#### **Experience:**

- Must be able to demonstrate the ability to navigate standard formatting and functions within the Microsoft Office.
- Strong communication skills.
- Ability to analyze cost data and prepare reports for management.
- Ability to handle details on multiple projects.
- Knowledge of commercial construction is a plus.

#### **Requirements:**

- This position requires the ability to communicate effectively in written and spoken English.
- Expressing or exchanging ideas by means of spoken word.
- Perceiving the nature of sounds at normal speaking levels with or without correction and having the ability to receive detailed information through oral communication.
- Exerting up to 20 pounds occasionally and/or up to 10 pounds frequently.
- Close visual acuity to perform an activity such as: preparing and analyzing data and figures; transcribing; viewing a computer terminal; extensive reading.
- Generally works in an office environment.