Add Title Here, up to 12 Words, on One to Two Lines

Author Name(s), First M. Last, Omit Titles and Degrees

Institutional Affiliation(s)

Author Note

**Assignment 2, Tasks and Responsibilities**

Tim’s coffee Shoppe is a locally owned food business that provides a combination of scrumptious taste and soothing atmosphere at reasonable price. Tim’s coffee has an increasing demand of services due to the busy neighborhood and demand for takeout beverages and food by university individuals. Their most famous products are cappuccino, smoothies and bagel.

**Strengths and Weaknesses**

Biggest strength of Tim’s coffee Shoppe is its location. Downtown of Sunnydale is the busiest place of the city throughout the day and there is a university right next to it which brings in a lot of new customers almost every day and Tim’s menu has one extra item on the menu as compared to the Queenqueg’s. The shop is very spacious, the furniture is comfortable and staff is very professional and friendly. The only weakness about the shop in my opinion is that a large international food chain is its biggest competition and located in the next block. The rates of some of the most popular items at Tim’s are higher than Queenqueg’s which might have a negative effect on Tim’s business.

Employers must know about the people they hire which is why the employee record at Tim’s that is kept in the back office is very valuable. All the workers are very good at their job and are well behaved so I don’t believe they need any more training. The staff includes one cashier, two waitresses, one cleaner and 1 chef. The 2 waitresses are responsible for delivering food and drinks but are also trained to handle the cash counter if required.

As a store manager, Tim mostly sits in the back office, keeps the employee record updated, deals with supply chain and the quality control. He also monitors the service and cleanliness of the shop.