

# Shift Supervisor

**Updated March 2020**

## **Description**

We are looking for someone with a passion for quality and excellence. A shift supervisor directly supervises and coordinates the activities of workers engaged in preparing and serving food.

## **Responsibilities**

- Follow and enforce ALL company procedures
- Open and closing of store front
- Store Runs
- Counting of cash drawers and deposits
- Leaving shop in cleanly manor for following day
- Operating and managing daily tasks of store front
- Making any and all products to be sold
- Accurately complete designated duties directed from managers
- Receiving of deliveries and product placement
- Train and direct employees
- Delegate necessary tasks to employees

## **Qualifications**

- Previous management experience in a restaurant setting
- Preferred Servsafe Certified or Person in Charge Certified
- Weekend and evening availability
- Attention to detail and adaptability
- Excellent customer service and problem solving skills

