



Title: Shift Supervisor
Effective Date: January 2015, Reviewed August 2016
Grade: 8
Background Check Required: Criminal BCA, Outstate BCA, Driver's License, and Reference

DESCRIPTION OF WORK

General Statement of Duties:

This position performs work that is primarily direct customer-support and is physically demanding. It is generally responsible for preparing food for customers and general maintenance of the bar & grill.

Supervision Received:

Works under the direct supervision of the On-Sale Manager, and at the will of the City Council.

Supervision Exercised:

As directed by the On-Sale Manager. Supervision of all staff when manager is absent.

SUPERVISORY DUTIES:

1. Orders food and bar items as needed. Make sure all supplies are stocked including kitchen, paper, and chemicals. Make sure all bar items beer/liquor are stocked appropriately.
2. Prepares and makes daily deposits as directed..
3. Receives product from suppliers and checks in delivery.
4. Enters invoices and deliveries into computer system.
5. Prepares and makes daily deposits.
6. Pick up mail and process.
7. Handles scheduling emergencies.
8. Handles computer issues as they arise.
9. Deals with customer issues/complaints.
10. Makes suggestions for promotions (menu items).
11. Provide guidance and direction to employees.

12. Requires ability to work nights, weekends, and holidays.
13. On-call for after hour emergencies and/or security alarms.
14. Insure all aspects of store operations are attended to.
15. Develop and initiate bar promotions as directed by Manager.
16. Fill in for bartender, waitstaff, or cook shifts as needed.
17. This position will be activated in the absence of or at the discretion of the Manager

KNOWLEDGE, SKILLS AND ABILITIES

Good knowledge prepping and preparing food for cooking on grill and fryers.

1. Good knowledge of typical mixed drinks and other beverages typically offered in a bar.
2. Good knowledge of principles and processes for providing customer and personal services.
3. Ability to effectively interact with the public and all levels of City personnel.
4. Ability to exert moderate, though not constant physical effort, typically involving some combination of climbing and balancing, stooping, kneeling, crouching, and crawling, and involve lifting, carrying, pushing and/or pulling of objects and materials of moderate weight (50 pounds) frequently.
5. Skill in the use of computerized cashiering systems, and basic mathematical computations.
6. Ability to function in a supervisory/managerial capacity for a group of employees.
- 7.

QUALIFICATIONS

MINIMUM QUALIFICATIONS:

Any combination of education and/or work experience that is substantially equivalent to high school graduation or equivalent. At least one year of bar and restaurant or equivalent experience involving contact with the public. Previous supervisory experience desirable. Work experience of a public-contact nature is desirable. Must be at least 18 years of age.