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# Example of Floor Manager Job Description

Our innovative and growing company is hiring for a floor manager. Please review the list of responsibilities and qualifications. While this is our ideal list, we will consider candidates that do not necessarily have all of the qualifications, but have sufficient experience and talent.

## Responsibilities for floor manager

* Oversees and responsible for the shop facility, ensuring the shop is clean, organized and tools are being tracked, and maintaining vehicles and other equipment
* Follow Material Inventory Procedure and communicate daily with the Material Supervisor to ensure that the proper equipment/materials are available for installation needs
* Maintain a safe operating environment for staff and be knowledgeable and compliant with OSHA regulations
* Screen patrons for prohibited items, such as alcohol
* Guard entrances and exits and monitor aisles in facility
* Direct patrons to their seating locations, including individuals who require special assistance
* Respond to and resolve patron complaints
* Count tickets that are received
* Assist in training and development of Colleagues
* Support development and maintaining of the department, initiatives according to direction and budget set by the Director of Food and Beverage

## Qualifications for floor manager

* Ability to work full time hours including evenings, weekends and on call shifts
* Travel required for attendance at 3 National Events per year and local meetings
* Bachelor's degree in Engineering, Food Science, Business or related field, required
* 5 years of manufacturing management, including direct supervisory responsibilities, required
* Certification and/or Licenses - Certificate of completion from certified FDA Better Process School or able to obtain within 12 months of employment
* 3 years of experience in process improvement and continuous improvement practices preferred