



# Example of Floor Supervisor Job Description

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Our company is growing rapidly and is looking for a floor supervisor. To join our growing team, please review the list of responsibilities and qualifications.

## Responsibilities for floor supervisor

- In coordination with the Manager, manage and make decisions in all areas of the FOH
- Foster the behavior, conditions, and environment that yield improved performance
- Utilize employees' abilities effectively to achieve results
- Effectively communicate goals, objectives and expectations to staff
- Keep Manager promptly and fully informed of all significant issues
- Delegate according to individual's knowledge, abilities, skill and outlook
- Open and willing to try different approaches to resolve issues
- Perform in a consistent, timely and effective manner in accordance with established company and department specific policies and procedures
- Support management decisions and direction
- Maintain an outstanding working relationship with all team members and management

## Qualifications for floor supervisor

- Attendance required per company policy
- Demonstrated ability to effectively interact, communicate and manage staff and guests
- Demonstrated ability to multi-task with the normal duties and responsibilities of working the bar and accomplish set goals
- Must be able to create and foster an environment that encourages ownership, team work, accountability

