

Example of Shift Leader Job Description

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Our growing company is looking to fill the role of shift leader. We appreciate you taking the time to review the list of qualifications and to apply for the position. If you don't fill all of the qualifications, you may still be considered depending on your level of experience.

Responsibilities for shift leader

- Ensure that the operations and workforce are efficiently organized in order to achieve safe, healthy and high productivity on all levels
- Report all problems that will have an effect on the execution of the safety/plan/productivity to the Execution Manager and take corrective and preventive actions
- Act as focal point in Operations for any stevedore issues
- Coordinate and guide all terminal visits related to the operations, such as agents, customers, customs, police force, vessel visitors
- Suggest new ideas and process improvements
- Be in the proper uniform and ready to take responsibility of shift at the assigned time
- Proficient at the Counter, Prep and Cashier positions
- Insures all team members are in uniform, clocked in and at assigned positions at assigned time
- Supervises and works with the assigned staff to assure that the proper guest service and product quality are given as prescribed in the "Operations Manual."
- Accountable that all cash is handled properly and funds are properly secured

Qualifications for shift leader

- Excellent written and verbal English communication skills (second language a

- A food handler card where applicable
- 1-2 years of prior experience in a family, fast-food, or casual dining restaurant is preferred
- Some college and or culinary schooling a plus
- At least 1-3 years in a Manufacturing or Human Resource Supervisory role or combination of both