



Example of Shift Leader Job Description

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Our company is looking to fill the role of shift leader. If you are looking for an exciting place to work, please take a look at the list of qualifications below.

Responsibilities for shift leader

- Responsible that all opening, closing, change of shift and early out assigned duties are completed using appropriate checklists
- Responsible for the accuracy and completeness of shift and daily paperwork using the POS system
- Insures that an adequate supply of fully proofed crusts is always available
- Supervises the sale of pre-made pizzas to insure they are proofed a minimum of one hour and sold within the next hour
- Maintains adequate prepped product for the shift business and if product is not available, makes sure product is available
- Communicates shift problems to immediate supervisor and resolve if possible, scheduling problems for next day, product shortage
- Responsible to handle emergencies, guest complaints, equipment problems or team member problems as per the "What to do If" procedures
- Responsible to train and develop team members on assigned shift as directed by immediate supervisor
- Responsible for any other job related duties as directed by immediate supervisor
- Focus on safety, quality, reliability, training, production, cost

Qualifications for shift leader

- Management experience in manufacturing/logistics preferred
- Proficient in Microsoft Suite (Excel, Word, PPT)
- Ability to manage a large, diverse group in a busy environment that is fast

- Position requires movement around the store and giving direction most of the working day
- Required to lift pans of food or food items weighing up to 30 pounds to shoulder height
- Flexibility to work weekend, holiday and/or evening shifts