



JOB DESCRIPTION - SHIFT SUPERVISOR

Employment Requirements:

- Must have previous supervisor experience
- Able to manage a team in a fair yet efficient manner
- Work on feet in a fast-paced environment for hours at a time
- Able to be trusted to cash up, handle POS system, and lock up the shop
- Excellent customer service skills are essential
- Outgoing, friendly & positive personality
- Trustworthy, honest and extremely reliable is a must
- Able to work alone or manage a team
- Ability to open and close the store independently including accepting deliveries and setting store up as per guidelines
- Happy to assume extra responsibility and 'go the extra mile'

Job Description:

As a Summer Shop Supervisor, you are the front-line staff, providing customer service, cash handling & general information about products as well as leading that days team. You are also responsible for the general inventory, cleanliness and appearance of the shop. Hours are casual, weather permitting, seasonal and subject to change at short notice – versatility is key!

Job Duties:

- Provide efficient, friendly and excellent customer service as well as daily management
- Product knowledge, whereabouts, and the ability to explain specific product details
- Prepare orders correctly & within company guidelines (including barista coffee and shakes)
- Accept & process payments (both cash, debit/credit), and provide correct change
- Restock ice cream, supplies and merchandise as necessary – accept supplier deliveries
- Other duties as assigned by owners

To apply, please send a cover letter and CV to info@thebagel-shop.com. Deadline Friday 19th March.