



OWL'S NEST

LCJ MANAGEMENT, LLC d/b/a OWL'S NEST RESORT

JOB DESCRIPTION

TITLE: Shift Supervisor

REPORTS TO: Restaurant Manager and
Assistant Restaurant Manager

DEPARTMENT: Food & Beverage (FOH)

FLSA STATUS: Hourly (Non-Exempt)

JOB SUMMARY (Addendum to Primary Position)

The FOH Restaurant Supervisor is a frontline position of minimal responsibility but will aid in assisting the Restaurant Manager and Assistant Manager in opening and closing duties, change making, and filling in any discrepancies in scheduling and act as a conduit for information in the chain-of-command for senior leadership. This position is in addition to all other duties as laid out in the F&B Services training manual.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- The Shift Supervisor will fulfill the role of MOD (Manager on Duty) in opening and closing the restaurant when needed and delivering exceptional guest experience.
- Responsible for the flow of information between the restaurant staff and the Managers.
- Will be responsible in making sure all employees are doing their daily assigned work, as well as all items stocked at beginning and ending of the service/shift.
- Responsible for cash-out reconciliation and tip payout to servers.
- Conduct pre-shift or end of day shift notes to include repairs and maintenance, weather, cover count and special issues.
- The Shift Supervisor will have access to safe, change bank code as well as a key for restaurant door, walk-in cooler, and liquor storage room.
- A member of the training team for new and transferring employees.
- Assigns tasks to subordinate employees and ensures that all sales and operations run smoothly throughout assigned shift.
- Assists front-of-the-house food and beverage service team when necessary.

This Job Description does not countermand any previous portion of job descriptions assigned to me as part of my regular frontline duty.

Signature: _____

Name: _____

Date _____