

Employment Opportunity

February 1, 2019

Robins Donuts & 2-4-1 Pizza **Supervisor**

Summary

The Supervisor will ensure that the business is opened or closed on time while maintaining supervision, and assists in the day-to-day operational activities of the business to insure that quality standards are met in accordance to Robins Donuts & 2-4-1 Pizza Operational Manual. The Supervisor will report directly to the manager of Robins Donuts & 2-4-1 Pizza.

Duties - Responsibilities

- Ensure food service and quality control.
- Supervise and co-ordinate activities of staff who prepare and portion food.
- Maintain inventory of food and supplies.
- Good speaking, computer, and financial skills as well as ability to tactfully deal with people.
- Assist with operational and financial activities
- Organizational skills.
- Ability to work daytime, **evenings and weekends**.

Working Conditions

The Shift Supervisor works in a fast-food restaurant environment. Their position requires bending, standing, and walking the entire workday. Must be able to lift 50 lbs. Cleaning duties such as wiping tables and small equipment, sweeping, and refilling of stock is required. Coordinates and supervises staff of approx 2-6 so that standards of cleanliness are maintained as outlined in the Robins Donuts & 2-4-1 Pizza Operations Manual. Performs paperwork duties as needed and is responsible for the inventory of money, food products, supplies, etc. They are required to assist with the planning of special events and promotions.

Education

- High School or Equivalent with emphasis in skills training
- And/or several years of fast food preparation experience

Personal Characteristics

- Good verbal communication skills
- Good listening skills
- Ability to work effectively with variety of people
- Ability to work independently or part of a team
- Professionalism
- Ability to set and meet deadlines
- Positive attitude
- Dependable
- Attention to detail and accuracy
- Bondable

Employment Opportunity

This is a **Regular Part-Time** position with a three month probationary period. Continued employment is dependent upon successful completion of the probationary period. Part-Time position may have opportunity to become a Full-Time position.

Wage Expectations: Pending experience.

Closing Date: February 15, 2019

Interested persons are requested to submit a resume by mail, personally, email or fax to:

Samson Management Ltd.
Box 539, Hobbema AB. T0C 1N0
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Telephone: (780) 585 – 2468 Fax (780) 585-2393