

## BIG JIM'S DRIVE-IN SHIFT LEAD

PLEASE EMAIL TO APPLY: [manager.bigjims@gmail.com](mailto:manager.bigjims@gmail.com)

### SUMMARY:

Shift Leads are trained to perform all of the duties performed by the Crew Members and Shift Leaders, with additional responsibility for directing the daily operations of a restaurant in the Restaurant General Manager's absence, ensuring compliance with company standards in all areas of operation including product preparation and delivery, customer relations, restaurant maintenance, team management, inventory management, financial accountability, and other duties as required or assigned.

### ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Leads Crew Members and directs all daily operations of the restaurant in the absence of the General Manager including supervising and training employees, opening and closing the store, ensuring all food preparation is complete, managing employee breaks and shift changes, and completing shift summary reports.
- Motivates and coaches Crew Members, and assists in the training of new Crew Members.
- Excels in performing all Crew Member tasks including: runner/frontline coordinator, order taker/ dining room attendant, grill operator, bagger, fry station, drinks and cashier.
- Works as a team player to support other employees in completing their tasks.
- May assist General Manager in day to day operations with tasks including scheduling, ordering, and team development.
- Ensures that the Occupational Safety and Health Act, local health and safety codes, and company safety and security policies are followed.
- Ensures the restaurant is in compliance with the preventative maintenance program with regards to facility, equipment, and grounds maintenance.
- Maintains fast, accurate and outstanding service, ensures an excellent customer experience, and makes sure all products are consistent with company standards.
- Completes all other duties as assigned.

### QUALIFICATIONS GUIDELINES:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

### EDUCATION/EXPERIENCE:

- High School diploma or equivalent preferred.
- Food Handler's Certification is required.
- 1-2 years of supervisory experience in a food service or retail environment preferred.

### LANGUAGE ABILITY:

This position requires excellent written, verbal and group communication skills. This position also requires the ability to read, analyze, create and interpret general business memos and documents.

**MATH ABILITY:**

This position requires basic business math skills.

**REASONING ABILITY:**

This position requires strong problem solving and decision-making skills, and the ability to be flexible and adapt in any situation.

**COMPUTER SKILLS:**

Basic computer skills are required in order to operate POS (cash registers) systems.

**SUPERVISORY RESPONSIBILITIES:**

This position requires occasional supervisory responsibilities in the absence of the General and Assistant Managers.

**PHYSICAL DEMANDS:**

This position will require long periods of standing on hard surfaces, occasionally in warm temperatures. There is also likely to be extensive lifting of supplies and materials and moderate to loud noise. The use of hands and arms to reach for, grasp and manipulate objects is required. Finger dexterity may be required for cash register use. There will be constant exposure to hot equipment and oil throughout the work day.

The above job description is not intended to be an all-inclusive list of duties and standards of the position. Incumbents will follow any other instructions, and perform any other related duties, as assigned by their supervisor, policy and company management.

**CONTACT:**

Email: [manager.bigjims@gmail.com](mailto:manager.bigjims@gmail.com)

*Big Jim's Drive In is an Equal Opportunity Employer and Prohibits Discrimination and Harassment of Any Kind: Big Jim's Drive In is committed to the principle of equal employment opportunity for all employees and to providing employees with a work environment free of discrimination and harassment. All employment decisions are based on business needs, job requirements and individual qualifications, without regard to race, color, religion or belief, family or parental status, or any other status protected by the laws or regulations where we operate. Big Jim's Drive In will not tolerate discrimination or harassment based on any of these characteristics. We encourage applicants of all ages.*