

SHIFT SUPERVISOR



Job Title: Benny's Diner Shift Supervisor

Reports to Benny's Diner Director Team, General Manager

Job Purpose:

Benny's Diner is the newest student-run business in Penn Student Agencies. In addition to diner style dining, Benny's Diner will offer enthusiastic service, and quality products in a convenient location. It will be built into a go-to spot for students on campus looking to feel a little bit of homestyle comfort. The Shift Supervisors will be responsible for shift operations and will assume responsibility when either a member of the Director Team or the General Manager is not present. This position is responsible for assigning roles for associates on each shift and maximizing performance and customer service. They are responsible for organizing daily food prep responsibilities and maintaining food safety compliance standards while on shift.

Duties & Responsibilities:

- Supervise and organize artisans on shift
- Make change for the registers when necessary
- Accurately count and close the registers
- Prepare the deposit bag at the end of each day
- Ensure the diner is properly stocked and opened every day
- Ensure the diner is properly cleaned and closed every day

Attendance Requirements:

- One open and one closing shift per week
- Monthly hour-long agency meetings (determined by employee availability)
- On-time to scheduled shifts
- Minimum 50% of PSA GBM's (2 of 4 per semester)

Preferred Experience & Skills:

- Must be reliable, organized, responsible, able to delegate work, able to work under pressure, and a strong leader.
- Previous customer service and food service experience is a plus.

Acquired Experience & Skills:

- Preparing deposits
- Delegation of Tasks
- Staff Management

And much more!

Wage: \$9 per hour

Hours: 10-14 hours per week