



# TULE RIVER ECONOMIC DEVELOPMENT CORPORATION

## JOB POSTING

*Interdepartmental Promotion Only*

**Opening Date: 12/18/2015**

**Closing Date: 12/29/2015**

**Position Title:** Shift Supervisor

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**Department:** Tule River Economic Development Corporation

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**Work Schedule:** Varies

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**Wage Rate:** \$14.00/ Hr. / Overtime Eligible

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If you are interested in this position, please submit the following:

- Completed Application
- Proof of High School Diploma or GED
- Tribal Identification (*if applicable*)

All requested information must be in the Tribal Administration Human Resources office by 5:00PM on the closing date. *Incomplete applications or failure to submit the requested information will result in the disqualification of your application.*

**Submit To:**

Human Resources

Tule River Indian Tribe of CA

340 N. Reservation Rd.

Porterville, CA 93257

E-mail: Teresa.Ceballos@tulerivertribe-nsn.gov

IN-HOUSE APPLICANTS MUST SUBMIT AN APPLICATION TO THE HUMAN RESOURCES DEPARTMENT FOR ANY JOB OPENING(S) THEY ARE INTERESTED IN.



# TULE RIVER ECONOMIC DEVELOPMENT CORPORATON

31071 Hwy 190 Porterville, CA 93257

## JOB DESCRIPTION

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**POSITION TITLE:** Shift Supervisor      **WORKSITE:** The Oak Pit  
615 N Main St.  
Porterville, CA 93257

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### GENERAL POSITION DESCRIPTION

The Shift Supervisor provides operational business support to the General Manager and/or Management Team. This position also requires leadership, independent thinking and business knowledge judgment. Duties also require leadership, assistance in attaining all restaurant goals and business development objectives while maintaining the highest level of results in people, profitability, and quality of operations. Requires strong attention to detail with ability to prioritize.

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### DUTIES & RESPONSIBILITIES:

1. Deliver consistently high level of customer service to all customers.
2. Communicate information to the manager so that the team can respond as necessary.
3. Must be professional, polite and respectful towards all guests.
4. Must present a professional image to team members and guests
5. Assist in the development of team members.
6. Monitor food quality, labor and safety throughout the shift.
7. Receive food orders; ensure proper product, food quality, food safety and proper storage.
8. Receive liquor orders; ensure proper products and proper storage.
9. Open and close the restaurant including all appropriate paperwork.
  - a. Break down cash drawers
  - b. Perform safe audits
  - c. Inspect credit card transactions
  - d. Perform comps, voids and discounts
  - e. Perform server check outs
  - f. Communicate shift highlights with other managers

10. Inspect Back of House and Bar to ensure its readiness for the business day.
11. Assist in administrative activities such as scheduling, budgeting and payroll.
12. All other department specific duties as assigned.

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#### QUALIFICATIONS:

1. High School Diploma or General Education Degree (GED) and/ or a minimum of (1) year of Restaurant Management experience.
2. Two (2) years of high volume public contact experience or an equivalent combination of education and experience, preferred.
3. Management experience highly preferred.
4. Must be 18 years of age or older.
5. Must be computer literate.
6. Must be able to handle extended hours when necessary.
7. Must be able to cope with a fast-paced work environment.
8. Must be able to work weekends and holidays.
9. Must successfully complete a pre-employment drug screen and background investigation.

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#### KNOWLEDGE, SKILLS AND ABILITIES:

1. Knowledge in all functional areas of restaurant operations.
2. Ability to resolve guest issues.
3. Ability to communicate with persons of various social, economic and cultural backgrounds.
4. Knowledge of proper sanitation, food safety and security procedures.
5. Ability to handle and maintain confidential information.
6. Excellent verbal and listening skills.
7. Excellent math skills.

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#### PHYSICAL DEMANDS:

1. While performing the duties of this job the employee is regularly required to talk, hear, stand for entire shift, walk, sit and to reach with hands and arms, use hand to finger, handle, or feel objects, tools or controls.
  2. Occasionally required to climb or balance and stoop, kneel, crouch, or crawl.
  3. Must be able to operate in mentally and physically stressful situations.
  4. Environment is of high humidity with extreme temperatures.
  5. Must be able to lift and carry up to 50 pounds.
  6. Must be able to work in a fast paced environment.
  7. Noise level is low to moderate.
  8. Must be able to perform all essential duties of the job with or without reasonable accommodation.
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This position reports to: Assistant Manager/ Manager

Supervises: Staff

Salary Ranges: \$14.00/ HR/ Paid Bi-Weekly/ Overtime Eligible

Working hours: Varies

Benefits: Medical, Dental, Vision, Flexible Spending Plan, PTO & 401K

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**PREFERENCE IN FILLING VACANCIES IS GIVEN TO QUALIFIED INDIAN CANDIDATES IN ACCORDANCE WITH THE INDIAN PREFERENCE ACT**