



Evening and Weekend Shift Supervisor

Join our Team – Inspire the next generation of foodies!

JOB SUMMARY

At Sprouts Cooking School, we are committed to providing the highest quality children's cooking classes that enrich and inspire children and their families. Our ideal candidate has previous management experience with a growing, fast paced small business. They would be an excellent problem solver, deliver great customer service, have HR experience, think out of the box with difficult internal issues, have a positive dedicated attitude, and love working with and teaching children. This position reports to the Operations Manager.

Responsibilities

- Understand completely all policies, procedures, standards, specifications, guidelines and training programs
- Ensure that all guests feel welcome and are given responsive, friendly and courteous service
- Supervise teachers and staff to ensure Sprouts quality and safety standards are upheld
- Assist in the setup for all classes, birthday parties and special events
- Schedule, evaluate, monitor, train and communicate with staff
- Ensure systems are in place to create shop standards and policies for our growing environment
- Prepare all required paperwork, including forms and reports in an organized and timely manner
- Act as the event planner to assist in organizing all private events, as well as community events
- Execute Human Resource duties such as recruiting, hiring, training, and progressive discipline
- Develop and test recipes when requested
- Fill in where needed to ensure guest service standards and efficient operations
- Ensure proper opening/closing procedures are executed
- Provide exceptional food safety and allergen awareness
- Execute inventory and recipe costing
- Order and stock food efficiently and in a cost-effective manner
- Provide in-store customer service and troubleshooting
- Strong decision-making skills are a must
- Answer phones and return phone messages daily
- Additional responsibilities will be assigned by the Owner/Operations Manager

Job Qualifications:

- 1 - 2 years management/ teaching experience
- Proficient in Microsoft Word and Excel
- **Evenings and weekend availability a must**
- Must have a flexible schedule
- Must keep a professional appearance with impeccable hygiene
- Possess excellent basic math skills
- Bachelor's or associate degree preferred in business, hospitality, or related field
- Interest in teaching children
- Interest in the culinary arts
- Must be able to lift or move up to 50lbs
- Be able to work in a standing position for long periods of time