



SHIFT LEADER JOB DESCRIPTION

WHO WE ARE

Alchemy is a modern all-day café inspired by making innovative, functional food approachable for all. We view food environmentally, socially, and nutritionally and are committed to creating menus that reflect that. We value intention, curiosity, confidence, innovation, and humility.

At Alchemy, we recognize that food and nutrition issues are systemic and that if we can make even a small impact on the health and happiness of our community, then that's a job well done.

We use Alchemy as a platform to unite people, to catalyze social change, and to make the world better. We believe food should be celebrated and shared. And what's life without donuts?

THE ROLE

The Shift Leader is responsible for bringing our vision, mission and values to life while helping oversee operations. This includes being a key point of contact for our service, product, people and processes.

The Shift Leader is responsible for leading and developing the team to achieve Alchemy's goals. Our Shift Leaders must be assertive and optimistic while approaching every situation with humility, curiosity and genuine care. Team inspiration, motivation and evaluation is an inside-job; our team truly relies on Shift Leaders helping lead the way!

RESPONSIBILITIES:

- Live inspired and motivated to embody Alchemy's vision, mission and values
- Serve as "manager on duty" when running a shift
- Participate in new ideas to build and maintain a great work culture through team building and positive interactions
- Maintain full awareness and education of Alchemy's menu, including: ingredients, allergens, dietary considerations, seasonality, sides, prepared meals, merchandise and retail goods
- Maintain prompt attendance for all shifts, manager meetings, performance evaluations, and team meetings
- Follow opening and closing procedures, completing checklists and communicating needs between management and team members
- Facilitate communication between managers and team members regarding staffing, performance, menu, product, customer notes, sales trends and labor reporting
- Create successful shift plans, advise and change team member line-up to achieve shift efficiency and flow of service
- Lead pre-shift "check-in" meetings so team members can understand top priorities of the day, notes for future shifts and top-of-mind business needs
- Review inventory and make General Manager aware when running low on product, merchandise or general supplies
- Check in orders, ensure accuracy and standards of goods accepted by deliveries or store transfers
- Maintain high food quality and food prep standards to ensure the safety and health standards
- Attend weekly manager meetings participating with critical notes and feedback regarding the team, training, shift execution, morale, and sales objectives

- Maintain a valid Level I - Person in Charge certification
- Maintain cleanliness of the entire restaurant, ensure cleanliness and functionality of all equipment
- Hold team members accountable for their shifts, attitude and performance at work
- Oversee PM cash drawer and ensure daily deposits are placed securely in safe

BENEFITS:

- Medical, dental, and vision health care benefits (33+ hours/week)
- Competitive hourly pay + tips
- Flexible scheduling, opportunity for performance-based growth + positive work environment
- 50% off at Alchemy, 25% off at all A&R restaurants, and 25% off Fitness Loft Membership

HOW TO APPLY

Apply online at <https://www.alchemyjuicecafe.com/careers/>