

# CVS Shift Supervisor Job Description

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- Assigns tasks and responsibilities to staff members
- Maintains a clean, organized work space
- Enforces company policy and procedures
- Supervises employees and provides guidance
- Responsible for hiring, firing, disciplining, promoting, demoting, and transferring employees
- Provides technical assistance to managers and supervisors
- Develops and maintains effective communication skills
- Communicates effectively with co-workers and others
- Manages conflict among team members and resolves conflicts as needed
- Responsible for ensuring that all employees adhere to company standards of conduct and ethics
- Establishes and enforces rules and regulations
- Performs other duties as assigned.