

Home Depot Department Supervisor Job Description

- Supervises the activities or works of associates within his or her area
- Uses the appropriate tools and programs to communicate the objectives of the store to associates
- Develops and trains associates within the team, by managing the training curriculum and calendar
- Engages in the coaching of the associates for their development
- Participates in the interviewing process for the hiring of new associates and partners with the store management on recommendations
- Provides appropriate input into disciplinary decisions related to the associates
- Provides an input to the associates on the appraisal of their performances and makes recommendations on the promotion of associates in his or her area
- Directly supervises the work activities of all subordinates, which has to do with planning, monitoring, and reviewing of the work
- Directs the coordination of multiple work groups and the supervision of a shift
- Makes recommendations regarding the selection, performance appraisal, termination, and professional development
- Works with tools that have sharp edges and handles the merchandise
- Develops the best practices to ensure quality and productivity
- Provides training for the jobs to the employees in order to improve their technical skills
- Evaluates the performance of the staff and provides feedback for improvements when needed
- Analyzes issues and provides the correct or appropriate corrective actions
- Maintains the records of the department and generates routine and ad-hoc reports for management as requested

- Ensures that the staff of the department follows standard operating procedures.