

Pizza Hut Shift Manager Job Description

- Ensure that all shifts are covered by staff members who have been assigned to them
- Carry out any necessary training for new employees or those who need retraining
- Maintain records of employee attendance, including recording absences and tardiness
- Supervise the work of other managers
- Maintain records of customer complaints
- Provide advice on company policies and procedures
- Manage the delivery of pizzas and other food items to customers
- Report to the store director
- Ensure that stores operate within legal guidelines
- Conduct regular inspections of stores to ensure they meet standards
- Work with suppliers to ensure that products are delivered at the right time
- Keep track of stock levels and order more if needed
- Make sure that there is enough money available to pay wages and bills
- Determine how much money should be paid to each worker
- Determine whether workers are entitled to overtime payments
- Pay out bonuses and awards.