



SHIFT LEADER

FRONT OF HOUSE

The Shift Leader supports the Store Manager in executing daily operations and leading the team during assigned shifts. This role ensures quality, speed, cleanliness, and exceptional guest service while keeping the B'Lets culture and standards alive. You'll manage flow, resolve minor issues, and help train and inspire staff

ABOUT B'LETS ROASTERY

BE MINE , BE SMILE

At B'Lets Roastery, we brew more than just coffee. We serve happiness in every cup, inspired by the deep roots of Vietnamese coffee culture. Our mission is to deliver handcrafted drinks and heartfelt service in a modern and welcoming space. We're building a team that shares our values of positivity, integrity, and consistency. If you're someone who thrives in a fast-paced café environment and knows how to lead with heart, we want to meet you.

KEY RESPONSIBILITIES

- Lead by example to provide outstanding customer service and warm hospitality.
- Support, coach, and guide team members to ensure smooth and efficient store operations.
- Oversee drink and food production, ensuring consistency and quality.
- Manage inventory and stock organization to keep the store running smoothly.
- Enforce health, food safety, and sanitation guidelines at all times.
- Maintain a clean and safe environment for both staff and guests.
- Communicate effectively with the Store Manager and team about goals, updates, and expectations.
- Stay calm and solution-focused during peak hours or unexpected challenges.
- Represent B'Lets Roastery as a brand ambassador within the local community.
- Support special tasks and assignments as directed by the Store Manager.

WHAT WE'RE LOOKING FOR

- Ability to confidently lead and delegate tasks to a small team.
- Strong communication and interpersonal skills.
- Proactive, reliable, and able to adapt quickly.
- Organized, detail-oriented, and quality-focused.
- Flexible with scheduling — including weekends and evening shifts.
- Thrives in a fast-paced, customer-facing environment.





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JOB TYPE

PART TIME

COMPENSATION

\$18.00/HR. PLUS TIP

- Sick Pay / 40 hrs. per year
- Referral bonus program
- Cal Savers

PHYSICAL REQUIREMENTS

To thrive in this role, team members should be comfortable with the following:

- Staying active and on your feet for extended periods during shifts
- Working in a fast-paced environment, moving quickly between tasks
- Assisting multiple customers while maintaining organization and focus
- Bending, squatting, reaching, and lifting to stock or organize products
- Performing cleaning tasks such as wiping down surfaces and mopping floors
- Restocking both low and high shelves, which may require frequent stretching or kneeling
- Lifting and carrying items weighing between 15–45 pounds

SCHEDULE

- Part-time (up to 28–30 hours/week)
- 4 to 8 hour shifts
- Day and evening availability
- Weekend availability required
- Operating Days: Monday – Sunday

QUALIFICATIONS

- High school diploma or equivalent (preferred)
- Valid Food Handler Certification (preferred)

PERKS & BENEFITS

- Complimentary drinks during shifts
- Paid training
- PTO begins accruing on your first day
- Team bonding events & holiday celebrations
- Employee discounts at 30%
- Referral bonus program
- Opportunities for advancement
- Holiday pay (for full-time employees only)

