

EMPLOYMENT CONTRACT: STORE SUPERVISOR

EMPLOYER: Semled Barrels and Bottles

EMPLOYEE:

DATE:

1. POSITION AND SCOPE OF WORK

The Employee is hereby appointed as the **Store Supervisor**. In this leadership role, you are responsible for the overall operational integrity, safety, and inventory accuracy of the establishment.

2. KEY DUTIES & RESPONSIBILITIES

- **Staff Oversight:** Supervising the Shop Attendant to ensure they perform their duties effectively and maintain professional conduct.
- **Inventory Control:** * Conducting a mandatory physical stock count upon arrival (3:00 PM).
 - Conducting a final stock count at the close of business (11:00 PM).
 - Reconciling daily sales and submitting final figures to the Proprietor.
- **Security & Safety:** Ensuring the premises are secure, monitoring for any suspicious activity.
- **Maintenance:** Overseeing the cleanliness and hygiene of the entire space.

3. WORKING HOURS

In compliance with the law regarding liquor outlets:

- **Shift:** 2:00 PM to 11:00 PM daily.
- **Off Day:** One (1) scheduled day off per week as agreed upon with the Proprietor.

4. COMPENSATION

- **Monthly Salary:** KES 10,000.
- **A monthly lunch allowance of** Kes 3,000
- **Payment Terms:** Payable on the 11th of every month.

5. ACCOUNTABILITY


As the Supervisor, you are the primary custodian of the business assets during your shift. Any discrepancies in stock or cash must be explained in a daily report. Repeated unexplained shortages may lead to disciplinary action or recovery from wages.

6. TERMINATION

This contract may be terminated by either party giving 14 day **[2 weeks]** notice in writing. The Employer reserves the right to terminate this contract without notice in cases of gross misconduct, including theft or negligence of duty.

DECLARATION

I, **Felix Omondi**, accept the terms and conditions of this employment as outlined above.

Employee Signature: 

Date: 03/05/2026

Employer Signature: _____

Date: _____