

Shop Manager

About Us

Mynt Barbershop is a locally owned, modern barbershop committed to delivering exceptional customer service, contemporary cuts, and premium grooming experiences. Our team is dedicated to creating an outstanding experience for both clients and the independent licensed professionals who operate within our shops.

We are seeking part time / full-time Shop Manager to oversee the daily operations of one of our Fort Worth locations. Previous experience in the hair industry is not required—we provide industry-specific training. If you have a passion for leadership, customer service, operational excellence, and building high-performing teams, we'd love to hear from you.

Job Summary

The Shop Manager is responsible for overseeing the daily operations of the shop while supporting an exceptional client experience. This position leads front desk operations, manages Company employees, coordinates shop resources, supports independent licensed professionals operating within the facility, and ensures the shop maintains high standards of cleanliness, organization, efficiency, and profitability.

Key Responsibilities

- Lead the day-to-day operations of the shop.
- Recruit, hire, train, coach, and supervise Company employees, including Front Desk Coordinators.
- Assist with onboarding and facility management for independent licensed professionals.
- Create and manage employee work schedules to maintain appropriate operational coverage.
- Process payroll accurately and on time for Company employees.
- Manage inventory levels and submit purchase orders for retail products and shop supplies.
- Maintain retail displays and ensure adequate inventory throughout the shop.
- Monitor operational performance and recommend process improvements.
- Address client concerns promptly and professionally
- Coordinate shop maintenance, cleanliness, safety, and overall facility presentation.
- Support marketing initiatives, promotions, and community outreach efforts.
- Analyze shop performance, expenses, and operational metrics.

- Assist in resolving client concerns while coordinating with the appropriate licensed professional when service-related issues arise.
- Communicate effectively with ownership regarding shop performance, staffing, inventory, and operational needs.
- Foster a positive, professional environment for clients, Company employees, and independent licensed professionals.

Job Requirements

- 2–5 years of leadership, retail, hospitality, or management experience preferred.
- High school diploma or equivalent.
- Excellent leadership and interpersonal skills.
- Strong organizational and time management abilities.
- Basic computer proficiency and ability to learn scheduling and point-of-sale software.
- Strong written and verbal communication skills.
- Experience with customer service, inventory management, and retail operations preferred.
- Ability to multitask and thrive in a fast-paced environment.
- Reliable transportation and dependable attendance.
- Flexible availability, including evenings and weekends as needed.
- Ability to lift up to 30 lbs.
- Self-motivated with strong problem-solving skills and attention to detail.

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