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# Example of Cafe Manager Job Description

Our innovative and growing company is searching for experienced candidates for the position of cafe manager. Thank you in advance for taking a look at the list of responsibilities and qualifications. We look forward to reviewing your resume.

## Responsibilities for cafe manager

* Hires, supervises, trains, and coaches associates
* Assists with interviewing and hiring
* Plans, markets and executes special events/promotions in the café
* Manages the day-to-day food service operation
* Plans and supervises special functions, maintains cash controls and payroll records, and oversees the hiring of frontline team members
* Directs and trains staff to provide scheduled retail services
* Completes all daily, weekly, or monthly reports
* Implements and maintains cash handling standards to eliminate theft of services or company funds
* Implements and promotes green initiatives
* Ensures all QA and sanitation standards are maintained on a daily basis

## Qualifications for cafe manager

* Experience and skill to assess staff capabilities and workloads and redistribute when necessary
* Skill and knowledge in food service accounting procedures, to develop unit operational reports and budgets
* Demonstrated working knowledge of automated retail business system
* Strong understanding of food handler responsibilities and personal safety policies
* AA or greater Degree in Food Service Management or a minimum of two (2) years of related hospitality field
* Bachelor's degree from a four-year college or university, food service and/or culinary degree preferred