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# Example of Cafe Manager Job Description

Our company is looking to fill the role of cafe manager. If you are looking for an exciting place to work, please take a look at the list of qualifications below.

## Responsibilities for cafe manager

* Implements and maintains cash handling to eliminate theft of services or company funds
* Ensures sure all QA and sanitation standards are maintained on a daily basis
* Provide an elevated level of service to all team members and office guests
* Regularly communicates with staff about the food or beverage offerings for both the breakfast and lunch programs
* Prepares daily the food and beverage offering according to recipe and direction
* Prepares breakfast & beverage area on time each morning Monday through Friday
* Ensures breakfast, lunch & grab n go offerings are well stocked and held at proper temperature
* Properly rotates & re-stocks all service utensils, food, and cleaning materials
* Restocks all grab n go areas in an organized and attractive manner according to defined standards/requirements throughout breakfast and lunch service
* Places orders for upcoming lunch service with pre-determined vendors, oversees the delivery and set up and display of lunch each day

## Qualifications for cafe manager

* Thrives in a branded business, with set menus, food specs
* Proficiency in foreign languages will be an advantage
* Well spoken and written in English / Mandarin
* Must have 5 star international hotel experience in a similar capacity for a minimum of two years
* Open-mind, people oriented, team work, creative, outgoing
* Must be Serve Save certified