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# Example of Cafe Manager Job Description

Our growing company is looking to fill the role 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

* Replenish and maintains office snack program, and beverage programs for boardroom & meeting rooms
* Reports any kitchen equipment issues or challenges to the office manager
* Ensures HUB Café areas is well cleaned and maintained each day, including all dishware cleaned
* When needed assists with the set-up of special events or meetings in the office
* Maintains regular attendance, consistently on time, and observes prescribed work, break and meal periods in compliance with standards
* Maintains high standards of personal appearance and grooming, which include compliance with any pre-determined dress code
* Perform other assigned tasks or duties and follow prescribed checklists as requested by supervisor
* Coordinates marketing efforts of the Healthcare Community with the Business needs to maximize revenues and patient and visitor satisfaction
* Coordinates marketing efforts of the account with the business needs to maximize revenues and customer satisfaction
* Oversees sanitation and safety of assigned unit

## Qualifications for cafe manager

* Ability to add and subtract two digit numbers and multiply and divide with 10's and 100's
* Ability to work assigned schedule which may include varied hours, evenings, weekends and some holidays
* At least 5 years’ hotel working experience
* Must have minimum 2 years high volume barista/restaurant experience
* Minimum of 2 years’ supervisory experience in a high volume café environment, with preference given to candidates with previous management experience
* Degree/Diploma in Hotel or F&B Management an asset but not required