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# Example of Cafe Supervisor Job Description

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

## Responsibilities for cafe supervisor

* Assist manager with maintaining accuracy of all banks, manage and audit all cashier open and close procedures, follow all audit and money-handling procedures
* Maintain impeccable cleanliness standards
* Ensure the cleanliness of all areas of the cafe
* Interface with client representatives to fulfil catering and engagement event need
* Oversee and assist with the sanitation of work stations including floors, worktables, walls, refrigerators, meat blocks, equipment, and utensils
* Understand and utilize the proper use of and storage of chemicals used in the location
* Inside kitchen area and or dish room
* Supervise the Giovane café team in all aspects of the department and ensure service standards are followed
* Support the inventory process to effectively balance supplies against budget for café franchised Starbucks locations
* The position is located in a 24/7 operation

## Qualifications for cafe supervisor

* Excellent customer service skills with professional skills to handle and resolve complaints, conflicts, and other issues
* Skills in use of computers, preferable in a PC, Windows-based operating environment to allow for development and maintenance of recording keeping systems and procedures
* Ability to plan, cook and serve Café and catering menus to current CA standards of excellence
* Ability to plan and execute a variety of flavorful and popular menus
* Ability to analyze event requests and to assess catering product and equipment requirements
* Ability to supervise and train employees, to include organizing, prioritizing, and scheduling work assignments to maximize employee development, and to stay within the university mandated hours worked regulations