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# Example of Cafe Supervisor Job Description

Our growing company is looking for a cafe supervisor. We appreciate you taking the time to review the list of qualifications and to apply for the position. If you don’t fill all of the qualifications, you may still be considered depending on your level of experience.

## Responsibilities for cafe supervisor

* To endeavour to resolve all complaints during shift and to log all complaints in log book for further follow up
* To supervise cash handling and banking procedures
* To prepare daily banking and cash flow reports
* To establish and instruct staff in cash security procedures
* To deal with irregular payments
* To supervise the maintenance of service equipment
* To monitor standards of guest facilities and services
* To control stock and monitor security procedures
* To assist with menu and wine list creation
* To supervise functions

## Qualifications for cafe supervisor

* Lift and carry up to 25-50 lbs.(kegs of beer, food trays )
* High School graduate, formal college education in hospitality, preferred
* Must have current alcohol awareness certification
* Microsoft Office proficiency to include Excel, word, outlook and publisher programs, POS system competency, Time Keeping competency
* Ability to work and stand for extended periods of time (8-12 hours per shift)
* Previous experience working in food & beverage or a restaurant environment, previous experience working as a barista, preferred