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# Example of Cafe Supervisor Job Description

Our growing company is searching for experienced candidates for the position of 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

* Supervises and ensures that all restaurant opening and closing procedures are carried out in accordance with Café Mix Restaurant Policies and Procedures
* Is attentive to all guests and ensures that reservations and allocations are adhered to
* Handles guest complaints promptly, efficiently and follows up accoringly
* Conducts training meetings or briefing on various aspects of Food and Beverage service and preparation
* Ensure physical atmosphere and cleanliness of the cafe including tables and side stations
* Monitor food quality and service level
* Monitor payroll and revenue
* Maintain service standards
* Responsible for daily paperwork including payroll, inventory
* Assist staff with any problems that may occur

## Qualifications for cafe supervisor

* Provide your own transportation to and from the work site
* At least 3 years' experience in supervision of a food/ alcohol service establishment
* Demonstrated in-depth knowledge of food and alcoholic beverage service, presentation, and inventory control
* Demonstrated understanding of cash handling, credit card processing and reconciliation, and cashiering
* ServSafe certification will be required within 3 months of hire
* TIPS Trainer certification within 6 months of hire