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# Example of Cafe Job Description

Our company is growing rapidly and is looking for a cafe. Please review the list of responsibilities and qualifications. While this is our ideal list, we will consider candidates that do not necessarily have all of the qualifications, but have sufficient experience and talent.

## Responsibilities for cafe

* Preparing Café menu items as ordered and according to procedure
* Accurately capturing all sales and settlements in the cash register
* Handling reconciliation of sales and payments according to standard operating procedure
* Monitoring freshness of food products to meet or exceed quality standards
* Being knowledgeable of all Sports Core and training center policies and explains them to members and guests, when asked
* Acting as sales person for Take 5 Café to promote sales
* Maintaining an orderly, neat appearance of the desk
* Assisting in the cleaning of equipment all back of house areas
* Once cross-trained, you will be responsible for making our delicious food and great drinks
* Cooking experience helpful, however willingness to learn essential

## Qualifications for cafe

* Bending, lifting and chopping repetitively throughout the day
* Able to lift a minimum of 30 lbs and stand for up to 7.5 hours
* Bachelor’s Degree with a concentration in Hospitality, Business Management or like field, preferred
* Previous experience with customer service, retail, sales growth, inventory management and/or supplier relationships, a plus
* Must have knowledge of food production
* Experience handling cash and POS (point of sale) equipment