



# Example of Cafe Manager Job Description

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Our company is searching for experienced candidates for the position of cafe manager. If you are looking for an exciting place to work, please take a look at the list of qualifications below.

## Responsibilities for cafe manager

- Hire, train, develop, and coach full, part-time employees, student workers and interns
- Responsible for effectively merchandising and promoting the venue's offerings to appropriate audiences
- Carefully monitor site revenues and expenditures to assure consistency with departmental budget targets and/or to highlight areas of concern or opportunity
- Interviews, hires, trains and coaches employees and entry level managers
- Plans, assigns and directs job duties
- Participates in employee meetings, reviews and development
- Prepares and maintains volume trend analysis report on a daily basis
- Managing the cleaning of the main cafeteria and kitchen floors, equipment and hoods
- Also responsible for managing the cafeteria and kitchen
- Place all orders needed for day to day Beverage service operations

## Qualifications for cafe manager

- Excellent communication in Cantonese, Mandarin and English
- Associate's Degree or equivalent is preferred
- 1 - 3 years retail or bookstore experience preferred
- Strong working knowledge of proper food and beverage service and kitchen operations

- 1+ years prior professional experience in Food and Beverage is required