



Example of Cafe Supervisor Job Description

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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 accordingly
- 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

- ServSafe certification will be required within 3 months of hire
- TIPS Trainer certification within 6 months of hire