

Job Posing

Job description: Manager

Position: Café Manager

Job Overview: We are seeking a dedicated and experienced Café Manager to lead our multifaceted operations and provide an environment that creates an exceptional experience for our customers and positively impact business results. The ideal candidate will possess strong leadership skills, a passion for hospitality, and a deep understanding of the food and beverage services. The Manager will be responsible for overseeing all aspects of the operations, including staff management, inventory control, and exceptional customer service.

Job Responsibilities

- Manage daily café operations to ensure a high-quality customer experience
- Monitor inventory levels, order supplies, and maintain accurate records to manage costs effectively.
- Ensure compliance with health and safety regulations
- Foster a positive team environment through effective communication and team management practices.
- Handle customer inquiries and complaints professionally to enhance customer satisfaction.
- Review restaurant ratings, employee conduct and customer feedback to determine areas where things can improve, and come up with innovative solutions to problems
- Ensure that Safety and Sanitation standards are maintained at all times.
- Attend and actively participate in senior management meetings

- Oversee the preparation, presentation and delivery of food to guarantee that customers receive meals that are proportionate, consistent, cooked properly and aesthetically attractive
- Anticipate staffing needs and take a proactive approach on hiring

Job Skills & Qualifications

- Proven experience in management within a food service operation or hospitality setting
- Strong register and cash handling skills with a keen eye for detail in financial transactions.
- Experience with Heartland POS or similar point-of-sale systems
- Knowledge of budgeting principles and food service management practices
- Ability to juggle multiple tasks at once
- Excellent interpersonal skills
- Excellent customer service skills with the ability to build rapport with customers and staff alike

Employment Details

- Position Type: Full-time
- Location: Morristown
- Pay: \$24.00 per hour