

Café Manager / Assistant Café Manager Job Description:

Do you love to motivate others? Do you thrive on developing people? Love food? This is the opportunity you have been waiting for. Our Café Manager position has the great and challenging role of overseeing all aspects of the café with a “treat it like you own it” philosophy! This includes but is certainly not limited to: growing store sales, delivering fast and friendly service, providing quality products, promoting a clean and safe store environment, and creating not just a team, but a family.

The Café Manager is also responsible for managing the daily operations of the restaurant, including the selection, development and performance management of employees. In addition, he/she oversees the inventory and ordering of food and supplies, optimization of profits and the satisfaction of guests during their dining experience. Additionally, for local events and festivals, the Café Manager will coordinate and run the trailer operations at remote locations.

If this sounds like a place where you would enjoy coming to work, making people’s day that much better, and continuing to grow in your career, we’d love to hear from you. Must be at least 18 years old to apply and have strong management experience!

Responsibilities:

- Commit to passionately, intensely, uncompromisingly humble hospitality and high-quality guest experience
- Oversee and manage all areas of the restaurant and make final decisions on matters of importance to the guest experience
- Manage shifts which include: daily decision making, scheduling, planning while upholding standards, product quality and cleanliness
- Able to handle the pressures of simultaneously coordinating a wide range of activities and recommend appropriate solutions to problems
- Adhere to company standards and service levels to increase sales and minimize costs, including food, beverage, supply, utility and labor costs
- Maintain the restaurant image, including restaurant cleanliness, proper uniforms, appearance and atmospheric standards
- Ensure a safe working and guest environment to reduce the risk of injury and accidents
- Complete accident reports promptly in the event that a guest or employee is injured
- Help to create the systems, structure, and tools to support growth

- Has an entrepreneurial spirit-bring ideas and a point of view to the table, not just an ability to execute what are told to do
- Possess leadership skills- an ability to teach, coach and develop a team, understanding that their success is your success.
- Interview hourly employees: direct hiring, supervision, development and termination of employees
- Ensure positive guest service in all areas
- Respond to complaints, taking appropriate actions to turn dissatisfied guests into return guests
- Share our love of great food and drinks

Skills:

- Mindful to guest needs, strong sense of urgency that can respond quickly
- Eager to learn and grow with an expanding concept
- Self-disciplined, proactive, leadership ability and outgoing
- Ability to take direction well from owner
- Adaptable to a changing situations
- Ability to handle interruptions and distractions without losing focus on details
- Exceptional organizational and time management skills
- Effective communicator one-on-one or in front of large groups
- Knowledge of computers (MS Word, Excel)

Working Conditions

- Hours may vary if manager must fill in for his/her colleagues or if emergencies arise
- Position requires prolonged standing, bending, stooping, twisting, lifting products and supplies weighing 45 pounds, and repetitive hand and wrist motion
- Work with hot, cold, and hazardous equipment
- Operate phones, computers, copiers, and other office equipment

Education

2-3 years of practical restaurant experience

Bachelor's (desirable & preferred)

Job Types: Full-time, Part-time

Pay: \$15.00 - \$18.00 per hour

Benefits:

- Employee discount
- Flexible schedule
- Paid training

Shift:

- 10 hour shift
- 8 hour shift
- Day shift
- Evening shift

License/Certification:

- Driver's License (Required)
- ServSafe (Required)

Shift availability:

- Day Shift (Required)
- Night Shift (Required)

Work Location: Hybrid remote in Smyrna, GA 30080