

Café and Discussion Club Manager Position

Summary:

Café and Discussion Club Manager Position will direct all the daily activities of the Club. The Manager oversees staff, Club events, food service, customer service and is responsible all aspects of the successful operation for the Club.

Work Activities:

Estimate food consumption, place orders with suppliers, arrange shopping trip to bazaar, and schedule delivery of fresh food and beverages and ensure that quality is maintained and waste is minimal.

Resolve customer complaints about food quality or service.

Direct the cleaning of kitchen and cafe areas to maintain sanitation standards.

The manager will recruit, hire, schedule and train staff.

They will maintain a written schedule of staff work hours, making sure that peak dining hours are covered with quality service.

Arrange for maintenance and repair of equipment and other services.

Total receipts and balance against sales, deposit receipts, and lock facility at end of day.

Select or create successful menu items based on experience, customer tastes and assign prices based on cost analysis, including production costs, competition, and turnover rate.

Monitor proper food preparation and presentation.

Oversee Café Coordinator and Events Coordinator to make sure the Club remains busy and profitable.

Maintain budget and employee records, prepare payroll, and pay bills, or monitor bookkeeping records and keep appropriate records.

Set up systems for the development of staff, security of Club assets, and maintain high quality customer service.

Provide good image for Club by strong presence in local community and high level of community involvement by Club staff.

PERSONAL REQUIREMENTS:

Self-discipline, initiative, and leadership ability
Pleasant, polite manner and a neat and clean appearance

Ability to motivate employees to work as a team to ensure that food and service meet appropriate standards

Must be able to handle the pressures of simultaneously coordinating a wide range of activities and recommend appropriate solutions to restaurant problems

Must possess good communication skills for dealing with diverse staff

Ability to coordinate multiple tasks such as food, beverage and labor cost while maintaining required standards of operation in daily restaurant activities

Ability to determine applicability of experience and qualifications of job applicants

SUPERVISION OF OTHERS:

5-10 employees each shift.

WORKING CONDITIONS:

Hours may vary if they must fill in for his/her employees or in emergencies.

Ability to perform all job functions at the Club level.

Position requires prolonged standing, bending, stooping, twisting, lifting products and supplies weighing up to 40 pounds.

Work with hot, cold, and hazardous equipment as well as work with phones, computers, fax machines, copiers, and other office equipment.