



FABLED BOOKSHOP & CAFE
CAFE MANAGER JOB DESCRIPTION

The purpose of this position is to *foster and facilitate a culture of utmost hospitality through Outstanding customer service, Organized and efficient systems management, and Fantastic product offerings.*

This position is Full-Time and requires availability on weekdays, occasional weeknights and weekends. You will be the “first responder” to all issues cafe-related, which may include after hours or when you are not scheduled.

Responsibilities: This position will manage the cafe, as well as maintain a consistent presence behind bar, working shifts and actively engaging in the day-to-day functions of the cafe.

STAFF

- Manage all HR needs for the cafe alongside owners: interviewing, hiring, firing, evaluations & disciplinary meetings
- Train new staff, as well as continually invest in and train current staff
- Schedule for cafe (& kitchen)

SYSTEMS & BAR

- Manage and order inventory, make payments to vendors
- Give shape to cafe offerings and be well-versed in all aspects of product origin, preparation and execution
- Implement systems for organization, cleanliness, product prep, storage, and general bar flow.
- Handle any cafe repair issues and communicate to owners promptly when further assistance is needed.
- Have basic knowledge of all equipment and how to troubleshoot malfunctions

- Prepare a Recap sheet every week to review with owners, including sales reports from the week before, trends from the year before, and any issues that need addressing regarding the cafe.

QUALIFICATIONS

- Must be able to lift 30 pounds, as this job is physical and will require moving inventory, kegs, etc.
- Must be able to be active and on your feet for several hours at a time

How You Know You're Winning

- Every shift is adequately staffed with well-trained bartenders/baristas that have outstanding customer interactions every time
- The bar, kitchen, and storage areas are organized, extremely clean, and run efficiently with as little waste as absolutely possible
- We always have enough of what we need, but not excess of what we don't
- Our drink and food offerings are top-notch, creative, delicious and cost-effective

Buzz words for this position

- Excellent communicator
- Detail-oriented
- Problem-solver
- Enjoys people
- Organized
- Observant
- Encourager, but also able to give constructive criticism