CAFE MANAGER

So Tealicious! Cafe Ltd.

Job ID
51710

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LOCATION	DATE POSTED	EXPIRY DATE
3701 Duke Ave,#10, REGINA, SK | Saskatchewan	18-10-2026	16-04-2027

TYPE OF JOB	SALARY	MIN. EXPERIENCE	MIN. EDUCATION
Full Time	CAD 34.70/HR	2 years to less than 3 years	College, CEGEP or other non-university or diploma from a program of 1 year to 2 years

Job Details

Main Duties and Responsibilities – Café Manager

- Plan, organize, direct, and evaluate the daily operations of the café to ensure efficient business operations and quality customer service.
- Supervise, coordinate, and schedule the activities of café staff, including food and beverage servers, baristas, kitchen helpers, and other support employees.
- Recruit, train, and oversee staff performance to ensure employees follow established operating procedures and service standards.
- Monitor food and beverage preparation and presentation to maintain consistent quality, freshness, and customer satisfaction.
- Establish and implement procedures for customer service, order processing, cash handling, opening and closing operations, and resolving customer complaints.
- Monitor inventory levels of food ingredients, beverages, and other supplies; prepare purchase orders and coordinate with suppliers to ensure timely replenishment.
- Inspect deliveries, monitor product quality, and implement inventory control procedures to minimize spoilage, waste, and unnecessary expenses.
- Monitor daily sales, operating expenses, labour costs, and cash transactions, and maintain accurate business and financial records.
- Assist in preparing operating budgets, reviewing sales performance, and implementing strategies to improve profitability and operational efficiency.
- Ensure compliance with applicable food safety, sanitation, public health, workplace health and safety, and employment standards requirements.
- Maintain cleanliness and organization of food preparation areas, customer seating areas, storage facilities, and other café premises.
- Coordinate the maintenance and repair of kitchen equipment, coffee machines, refrigeration units, and other operational equipment.

- Assist in planning menus, pricing products, developing promotional activities, and implementing strategies to attract customers and increase sales.
- Maintain records relating to staff schedules, inventory, purchases, sales, customer feedback, and daily operational activities.
- Identify operational challenges, address service or staffing issues, and recommend improvements to the café's management and business performance.

Job Description

EXPERIENCE - 2 TO 3 YEARS
LANGUAGE - ENGLISH
POSITION - 1
EDUCATION - College, CEGEP or other non-university certificate or diploma from a program of 1 year to 2 years
HOURS - 35/ WEEK
TERM- FULL TIME/ PERMANENT.

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