
Cafe Manager Resume

Job Objective

To enhance my skills and further my career by filling the position of Cafe Manager in well-established organization.

Highlights of Qualifications:

- Admirable experience in administering café in a high volume food environment
 - Deep knowledge of food costing and menu planning
 - Profound knowledge of food and beverage equipments and operations
 - Immense ability to identify and resolve all issues
 - Exceptional ability to work at flexible hours including weekends and holidays
 - Excellent customer service skills and preparing presentation
 - Skilled to plan and control smooth working of cafe
 - Proficient with POS systems and MS Office Suite
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Professional Experience:

Cafe Manager

Compass Group, Tacoma, WA
October 2008 – Present

- Supervised efficient working of supervisors and attendants in café.
- Trained new employees in managing café work and conducted improvement programs for employees.
- Reviewed performance and provided counseling to personnel if required.
- Maintained stock and ensured optimal quality of food and beverage ordered and sold in café.
- Monitored all customer complaints and initiated steps to resolve it efficiently.
- Prepared departmental schedules and payrolls for employees on a weekly basis.
- Developed and maintained cash control procedures.
- Ensured cleanliness in café area.

Assistant Cafe Manager

LaFarm Bakery and Café, Tacoma, WA
August 2003 – September 2008

- Coordinated with employees and customers and managed all complaints effectively.
- Developed strategies to achieve weekly and monthly targets.
- Facilitated in getting more members and developed ways to maximize guest frequency.
- Ensured optimal level of customer services in process.
- Monitored efficient resources for shifts and maintained an inventory for same.
- Prepared records of monthly transactions and managed all finances for café.

Cafe Supervisor

Sunriver Resort, Tacoma, WA
May 1998 – July 2003

- Administered day to day activity of cafe and supervised efficient working of staff.
 - Monitored café on regular basis and ensured compliance to all sanitation and safety standards for guests.
 - Ensured optimal level of food quality at all times and determined food standards to be served to guests.
 - Maintained an inventory of food products and ensured no shortage in raw materials.
 - Participated in various meetings, analyzed problems and recommended resolution.
 - Performed regular checks on staff uniform and ensured compliance to manuals.
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Education:

Bachelor's Degree in Addiction Counseling
De Anza College, Cupertino, CA

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