

## **Teac Tom – Kilkenny: Cafe Manager** **(<https://www.activelink.ie/node/109431>)**



### **Cafe Manager**

We are looking for a Cafe Manager to organise daily operations and motivate our staff to provide excellent customer service.

Cafe Manager responsibilities include scheduling shifts for all staff, monitoring daily expenses and revenues and ordering all supplies as needed. To be successful in this role you should have work experience with various roles in coffee shops. Also, you should be available to work during opening hours, including weekends and holidays.

Ultimately, you will help increase profitability, boost customer engagement and turn our cafe into a favourite local spot.

### **Responsibilities**

- Manage day-to-day operations of the cafe
- Hire and onboard new staff
- Train employees on food and drinks preparation and proper use of coffee/cooking equipment
- Coordinate with suppliers and order supplies to ensure the café is adequately always stocked
- Maintain updated records of daily, weekly and monthly revenues and expenses
- Ensure H&S standards are maintained to a high level and all necessary HACCP standards are in place
- Have a 'maintain like new' mentality to the upkeep of the premises and equipment
- Train staff on the best ways to resolve issues with customers and always deliver excellent customer service
- Nurture friendly relationships with customers to increase loyalty and boost our reputation
- Cost control – insightful knowledge of what is going on in the business and maintain effective cost controls to maximise profit
- The ability to actively find ways to lower operational costs while expanding the customer base

### **Requirements and skills**

- Work experience as a Cafe Manager
- Hands-on experience with professional coffee machines
- Availability to work within opening hours (including weekends and holidays)
- Excellent communication skills with the ability to manage and motivate a team.
- Weekly communication with the owners regarding the progress of the business
- Customer service attitude
- Managing online delivery sales to ensure a high standard of product arrives for the customer
- Regular monitoring of online reviews and proactive approach to any constructive feedback
- Adept with Microsoft office (word, excel, power point)
- Ability to take onboard company systems for ordering, staff scheduling, etc.
- Understanding of P&L

**Job Type:** Full-time

**Pay:** €28,600 – €31,000, depending on experience

**Start date:** August 2024

**Benefits:**

- Bike to work scheme
- Company events

- Employee discount
- Food allowance

**Schedule:**

- 8-hour shift
- Day shift
- Weekend availability

**Supplemental pay types:**

- Bonus pay

**All applications can be made to [thethomashayestrust@gmail.com](mailto:thethomashayestrust@gmail.com)  
(<mailto:thethomashayestrust@gmail.com>)**

Closing date for applications is 31st July 2025

**Region**

Kilkenny

**Date Entered/Updated**

9th Jul, 2024

**Expiry Date**

31st Jul, 2024

---

**Source URL:** <https://www.activelink.ie/vacancies/community/109431-teac-tom-kilkenny-cafe-manager>