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## Cafe operations manager job description

Learn about the key requirements, duties, responsibilities, and skills that should be in a cafe manager job description. Supervise all restaurant activities and ensure compliance to all company standards to increase all sales of labor costs and prepare various reports accurately and within timeframe. Maintain optimal level of sanitary procedures for all food handling and maintain neat and clean kitchen area and ensure optimal quality of all food preparation and ensure compliance to all standards. Administer performance of all service staff and schedule and evaluate all restaurant operations and provide training to all employees and maintain all work according to required policies and procedures and maintain knowledge of all food and beverage trends. Prepare estimates of all food and beverage costs and coordinate with corporate staff and assist to purchase all required supplies and place required orders for all distributors and ensure response to all complaints. Ensure compliance to all security procedures and design strategies to protect all employees and customers and design strategies to reduce injuries to staff and prepare various accident reports. Manage all shifts for restaurant operations and schedule all process and maintain cleanliness at all times and assist to resolve all complaints and maintain food quality at all times and perform regular interviews with all employees. Perform orientation and provide training to all new employees on restaurant processes and determine appropriate feedback from employees and maintain all restaurant plans. An International chain of up market cafes based in Dubai is currently recruiting for the position of Cafe Operations Manager - BOH. The role will oversee and manage the B.O.H. operations of the company and franchised outlets, including training, food procedures and hygiene standards. The ideal candidate would come from a chef's background that has moved into restaurant operations. The role is predominantly a field based position and will require night and weekend work. Main Duties -Ensure the efficient management of the B.O.H at all cafes -Ensure that each cafe contributes the agreed budgeted profits -Responsible for Operations Manuals updates and developments -Conduct monthly audits of B.O.H. in all cafes -Recruit staff levels in all cafes to achieve desired performance -Ensure succession and career plans for all B.O.H. staff -Ensure that the company's objective relating to labour turnover is achieved or bettered -Review and analyse monthly food costs and wastage, highlight problem areas and take appropriate action to rectify poor performance -Ensure that all financial targets are being achieved, through purchasing efficiencies -Stay "close to the customer" and maintain effective communication with at all times through a planned programme of formal meetings and feedback -Ensure that complaints or problems are actioned without delay and that effective follow-up action takes place to avoid recurrence -Be aware of current trends in the industry and make suggestions how these could be implemented for the benefit of the cafe -Ensure that all menus are correctly calculated to ensure maximum gross profit -Ensure that all staff have a job description and are constantly trained and competent to effect good portion control and pleasing presentation of dishes -Ensure that sufficient stocks of all materials are being kept and stored under the correct conditions -Ensure that all statutory hygiene requirements are diligently followed -Ensure a program of routine maintenance is implemented and all maintenance problems are promptly reported -Ensure that all staff are dressed correctly to satisfy statutory requirements as well as enhancing the image of the establishment -Assist with regular stock takes/inventory as and when required -Contributes to F&B new product development with the General Manager and Executive Chef -Contributes to monthly promotional calendar in cafes -Holds weekly meeting with B.O.H. teams -Minimum of 5 years experience in an Operations Manager role within a franchise or restaurant environment -Minimum of 5 years Chef/Cook experience -Thorough menu planning experience and food cost analysis is essential -Excellent English communication and training skills -UAE driving license and own vehicle With over 40 years experience in Human Capital Management, HCI Consulting delivers a cutting edge consultative approach to local and international clients and candidates. HCI Consulting prides itself in the quality of consultant we employ; emphasis is placed on developing extensive networks and market knowledge within their specialist area. We look to develop long term mutually beneficial relationships with our clients and candidates. Our physical presence in the Middle East allows for face to face consultation and an in-depth knowledge of the local market dynamics. If you're good with your hands and basic tools, then you may be a good fit for the construction industry with some training. There is a broad range of jobs in the field from building homes to commercial construction. Using things guidelines, you can learn how to find construction jobs.Search Through Online Job SitesWhen you search through online job sites, you'll find a wide variety of construction job postings. Start by creating your resume on these websites. In doing so, your resume will be matched up with job postings for which you're qualified as well as those that are in your area. These jobs are regularly updating, so it's critical that you're keeping your resume up-to-date and checking the sites often.Classified WebsitesEmployers are consistently looking for ways to not only reach as many prospective employees as possible but do so in a way that will save them money. So, you'll find them using websites that will allow them to use free postings for jobs like Craigslist, for example. You can narrow your search by location like for job postings in Miami. Even though you can't post your resume on classified websites, you can make direct contact with the employer with your information.Blogs or Company WebsitesMany companies will post their job listings on their websites in a "Careers" tab or link. You'll also find this information in a blog post if they choose to make updates in that way. When companies make these postings, they'll be specific regarding the location like, "job postings Chicago," or "job postings Los Angeles," for example. They'll post specific titles, like driver job postings, for example, as well as qualifications and the job requirements.Search Temporary AgenciesIt isn't uncommon to find construction job listings at a temporary agency. While you may be looking for something full-time, this is an excellent opportunity for you to get your foot in the door with the company. Initially, they may be looking for someone temporary to fill a part-time or specific need. However, that doesn't mean the position won't open up to something full-time in the future.Don't Forget Your NewspaperYour local newspaper is an excellent resource for finding construction jobs in your area. In addition to finding construction jobs with companies, you'll also find opportunities for individuals who are seeking contractors to work on smaller projects. For example, if someone needs a new deck or would like a shed built, they may place an ad in the classifieds. MORE FROM QUESTIONSANSWERED.NET There are hundreds of different jobs available at airports. Deciding which one is best for you depends on your background education and your level of interest. Learn how to find an airport job with the following guidelines.Post Your ResumeEven though some airport jobs require minimal qualifications or educational backgrounds, it's essential that your resume is complete and up-to-date. Posting your resume on job websites, like ZipRecruiter or Indeed for example, increases your chances of being matched up with jobs for which you're qualified. These employment opportunities may include an airport job. Many of these websites contain tutorials for how to create a profile if you're unsure how to do this.Search Available ListingsThere are numerous ways for finding airport jobs, including searching through available listings on the job sites where you've posted your resume. You can refine your search criteria based on the type of position you're looking for and an amount for salary. You can also further refine these results by location, as well as the requirements of the job.Look at Airport WebsitesIs there a particular airport for which you'd like to work? If so, visit their website and look for a "Careers" section. When you click on this link or tab, you'll find a significant amount of information regarding job titles, locations, airport job salaries, qualifications, requirements and the application process. Under some circumstances, you'll also find international job opportunities, as well. So, if you're looking for airport Dubai jobs, for example, you may be able to see them in this section.Job RecruitersWhen you connect with a job recruiter, they can help you in many different ways. Not only can they help improve your resume, but also they can help you create professional cover letters. These are critical tools when you're applying to airport jobs. Once they work with you on these two things, they can help you achieve your goal of finding employment at an airport. You'll receive periodic job leads from them, as well as interview opportunities.Look on Salary WebsitesSalary websites that outline how much airport jobs pay also include where jobs are available. You can obtain this information by conducting a simple search or by visiting sites like PayScale, for example. In doing so, you'll learn about jobs that pertain to your interest, fall within the salary range and meet other criteria like educational background or location. MORE FROM QUESTIONSANSWERED.NET





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