

Manager / Supervisor

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Company: Cafe Enigma

Location: Saddar Town

Category: other-general

Manager / Supervisor Cafe Enigma, Pakistan As the Café Manager, key responsibilities will be: Standard working hours 3pm to 3am (unless needed otherwise) Maintaining cleanliness (monthly, weekly and daily) of Indoor and outdoor Starting of operations Opening and closing of cafe Assure Food quality, Taste and Presentation Look after Customers, respond to any query or complaint Inventory Management Maintaining stock levels according to demand Ordering of Raw material and its delivery checking Maintain payments with proper bills / evidences attached Manage all Purchases and Inventory (Procurement of raw material & etc.) Costing and Wastage control (Raw Material and Finished goods) Staff Management & Training Staff attendance and their Time table Making sure staff perform their assigned duties Team Building and Training Manage Staff salaries, disputes and any issues Financial reporting and Maintaining all necessary documents for cost/profit analysis Business and Sales Analysis to be done on weekly and monthly basis Bring growth to business and take responsibility Health, Hygiene, and Safety concern to be observed at all times Job Specification Be a good communicator and be able to multi task. Have self-discipline, initiative, leadership ability, and outgoing personality. Have a pleasant, polite manner and a neat and clean appearance. Able to work in a fast-paced and team based environment.

#J-18808-Ljbffr

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