

## **NOW HIRING: CAFE MANAGER, ELEVA COFFEE DAIRY MARKET**

Eleva Coffee at the Dairy Market are looking for a Cafe Manager to organize day to day operations of our Dairy Market location. Cafe Manager responsibilities include scheduling shifts for baristas, monitoring daily sales and expenses and ordering/gathering supplies as needed such as coffee, milk, and prepared items, and working as an on duty barista or supporting the on duty barista as needed. To be successful in this role you should have work experience as a barista, or prior managerial experience in the food and beverage industry. You should have a flexible schedule, with the availability to work any shift daypart as needed for scheduling. Ultimately, you will help increase profitability, boost customer engagement and make Eleva Coffee and the Dairy Market more successful.

Responsibilities include:

- Manage day-to-day operations of the cafe
- Hire and onboard new staff
- Train employees on drink and food preparation and proper use of shop equipment
- Coordinate with vendors and order supplies, as needed, and purchase supplies from local vendors
- Maintain updated records of monthly expenses, cash control log, and tips
- Add new menu items based on seasonality and customer requests
- Advise staff on the best ways to resolve issues and deliver excellent customer service
- Ensure all cafe areas are clean, tidy, and organized
- Nurture friendly relationships with customers to increase loyalty

Skills desired:

- Work experience as a Barista, or other leadership role in the food/beverage industry
- Hands-on experience with professional coffee equipment and espresso machines
- Availability to work within opening hours (including weekends and evenings)
- Excellent communication skills with the ability to manage and motivate a team
- Entrepreneurial and go-getter mindset to help grow the business
- Customer service attitude

Interested applicants please send a resume via email to [dairymarket@elevacoffee.com](mailto:dairymarket@elevacoffee.com)

Please include "cafe manager application" in the subject line