Cafe Manager

Columbus Cafe Kingston

Job ID
10973

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LOCATION	DATE POSTED	EXPIRY DATE	
297 Princess St, Kingston, ON| Ontario	06-10-2026	04-04-2027	
TYPE OF JOB	**SALARY**	**MIN. EXPERIENCE**	**MIN. EDUCATION**
Full Time	CAD $29.50/hour	2 years to less than 3 years	Secondary (high) school graduation certificate

Job Details

Position Summary - Columbus Cafe Kingston seeks an experienced, motivated Cafe Manager (on-site) to oversee daily cafe operations, lead staff, maintain service quality, and support business performance. The successful candidate will ensure excellent customer service, strong operational control, and inventory management. For international candidates, the employer will provide housing and transportation support.

Key Duties and Responsibilities

1. Hire, train, schedule, supervise, and support baristas and other cafe staff.
2. Foster a positive team culture and provide leadership and guidance to staff.
3. Ensure high levels of customer satisfaction and handle customer concerns professionally.
4. Manage daily cafe operations, including opening and closing procedures.
5. Maintain cleanliness, organization, and compliance with health, safety, and food regulations, and comply with food inspections.
6. Track sales, manage cash flow, reconcile daily takings, and work within budget parameters to maximize profitability.
7. Inventory Management.
8. Order supplies, monitor inventory levels, minimize waste, and maintain relationships with vendors.
9. Oversee food and beverage quality and maintain service and presentation standards.
10. Resolve operational issues, address conflicts, and make sound decisions under pressure to ensure smooth cafe functioning.

Skills Requirements

Education - Secondary
Work Experience - 2 to 3 years of relevant experience
Languages - English

Required Skills and Qualifications
1. Strong leadership and team development skills, with the ability to motivate, mentor, and delegate effectively.
2. Excellent customer service and interpersonal skills.

3. Sound understanding of cafe profitability, cost control, and financial reporting.
4. Familiarity with cafe equipment, barista skills, and food safety regulations.
5. Strong time management and organizational skills in a fast-paced environment.
6. Ability to solve problems quickly and make decisions under pressure.

How to Apply - Please email your resume to: info@columbuscafekingston.ca

Benefits - Commission

Job Description

Learn More - https://docs.google.com/document/d/1wq-t9Tnkx9NyvqHknwHHbFXQnNStq9s9

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