

## **Job Title: Café Manager (Naturalist Hub)**

### **Overview:**

We are looking for a dedicated and experienced Café Manager to oversee daily operations at Naturalist Hub, a biodiversity-themed café that serves wildlife-friendly coffee. The ideal candidate will ensure smooth café operations, maintain high service standards, manage staff, and create an inviting atmosphere aligned with the café's nature-inspired identity. This role requires strong leadership, excellent organisational skills, and a proactive mindset to keep the café running efficiently and sustainably.

### **Key Responsibilities:**

- Oversee day-to-day café operations, ensuring high-quality service and customer satisfaction
- Manage café staff, including scheduling, training, supervision, and performance monitoring
- Maintain inventory, order supplies, and ensure stock levels meet operational needs
- Handle cash flow, daily financial reporting, and overall café administration
- Ensure cleanliness, hygiene, and food safety standards are consistently met
- Coordinate with suppliers, partners, and contractors to support café operations
- Develop and maintain SOPs for service, cleanliness, and workflow efficiency
- Assist in marketing efforts and promotional activities, including events at the Naturalist Hub, with assistance from the creative team
- Build positive relationships with customers and create a welcoming café environment
- Monitor operational issues and proactively offer solutions to improve efficiency
- Ensure all café equipment is properly maintained and functioning
- Represent Naturalist Hub's values, focusing on biodiversity conservation and supporting local communities

### **Qualifications & Skills:**

- Experience in café, restaurant, or hospitality management (required)
- Strong leadership and team management abilities
- Good organisational and multitasking skills
- Capable of maintaining accurate financial and administrative records
- Excellent customer service and communication skills
- Proactive, reliable, and consistent in following up on tasks
- Not forgetful — able to manage stock, schedules, and operational details with precision
- Willing to step outside their comfort zone and handle unexpected challenges
- Fluent in Bahasa Indonesia; English proficiency preferred but not mandatory
- Highly organised, literate, and comfortable using digital tools (POS systems, spreadsheets, etc.)
- Appreciation for nature, sustainability, or community engagement is a plus

**Conditions & Benefits:**

- Mostly on-site at the Naturalist Hub, Situgede, Bogor
- Flexible schedule based on operating hours, with responsibility for ensuring full coverage
- **Base Salary:**
  - Probation Period: 1-month probation with a salary of Rp 4.000.000
  - Post-Probation: Potential salary increase up to Rp 6.500.000 within the first year, depending on performance

**How to Apply:**

- Applications can be submitted via email to [naturalhistoryindonesia@gmail.com](mailto:naturalhistoryindonesia@gmail.com)
- Please include CV and motivation letter, along with relevant details (if any)
- There is no deadline for submission. We are on a first come first serve basis, where the earliest suitable candidates will be selected as soon as possible. Successful candidates will be informed via email.