**Café Manager**

Classification: Part Time Non-Exempt – 10 - 12 hours a week

Reports to: Executive Pastor

Date: November 9, 2018

**JOB DESCRIPTION**

Café Manager oversees store operations. Responsible for compliance with policies and procedures, current federal, state and local standards for food service in Café.

**RESPONSIBILITIES AND DUTIES**

1. Overseas Café operations, services, product purchase, training and development of employees and volunteers. Supervises staff, which involves direct and indirect responsibilities for interviewing, selection, training, motivating, and performance appraisal. Ensures Café has correct change for drawers.
2. Orients and trains staff in proper work practices when they are hired and conducts and evaluates retraining and refresher training
3. Coordinates updates for state license for the Café with Kitchen Manager. Ensures proper procedures and cleanliness is maintained to ensure positive health inspections to maintain licensing.

**Supervisory Responsibility**

Supervises Café employees and is responsible for the performance management and hiring of the employees within the department

**Physical Demands**

While performing the duties of this job, the employee is regularly required talk or hear, communicate confidently over the telephone and in person. The employee is occasionally required to sit; climb or balance; and stoop, kneel, crouch or crawl. The employee must frequently lift and/or move up to 20 pounds and occasionally lift and/or move up to 40 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus.

**Position Type/Expected Hours of Work**

This is a part-time position, approximately 10-12 hours a week. Main work day is Sunday and also include either working Saturday or coordinating staff to work Saturday for service operations. Ordering/prep prior to weekend and to ensure overall operations of Café.

**QUALIFICATIONS:**

1. Oral communication—the individual speaks clearly and persuasively in positive or negative situations, demonstrates group presentation skills and conducts meetings.
2. Written Communication—edits work for spelling and grammar, presents numerical data effectively and is able to read and interpret written information.
3. Computer Skills – to include Microsoft Office and Office 365
4. Planning/organizing—the individual prioritizes and plans work activities, uses time efficiently and develops realistic action plans.
5. Quality control—the individual demonstrates accuracy and thoroughness and monitors own work to ensure quality.
6. Adaptability—adapts to changes in the work environment, manages competing demands and is able to deal with frequent change, delays or unexpected events.
7. Dependability—the individual is consistently at work and on time, follows instructions, responds to management direction and solicits feedback to improve performance.

**Required Education and Experience**

High school diploma or GED.

ServeSafe Training (or ability to obtain once hired)

Computer proficiency with Microsoft Office (Word & Excel), Office 365 and Square Register

**Preferred Education and Experience**

Prior experience with working with safe food handling or kitchen staff

Supervisory experience

Time Management Ability

Ability to Prioritize

Self-Directed

Inventory Control

Professional Demeanor

**Additional Eligibility Qualifications**

Must be eligible to work in the US

**Signatures**

This job description has been approved by all levels of management:

Manager\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

HR\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Employee signature below constitutes employee's understanding of the requirements, essential functions and duties of the position.

Employee\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date\_\_\_\_\_\_\_\_\_\_\_\_\_