



JD066

Job Description: Café Manager
Approved: December 2006
Revised:

Howard Chandler
Executive Director

Susan Smith
Administrator

CAFÉ MANAGER

A. REPORTING REQUIREMENT

The Café Manager reports directly to the Director of Dining Services.

B. GENERAL SCOPE

The Café Manager is responsible for overseeing both front and back of the house Café dining operation. These duties include ordering, inventory control, short order cooking, scheduling, functions, cash outs, staffing and maintaining critical standards for product quality, service speed and quality, and cleanliness and sanitation during the Café's hours of operation. It is the Café Manager's responsibility to maintain the standards of excellence set forth by Taylor Community.

C. DUTIES AND RESPONSIBILITIES

1. Works in a safe manner at all times.
2. Operates Café in accordance with current applicable federal, state, and local standards, guidelines, and regulations.
3. Manages Café operation without direct supervision:
 - (a) Ensures that Café staff has knowledge of the safety and sanitation rules of the State of New Hampshire and is practicing them accordingly.

- (b) Maintains standards established for a clean, safe, and neat environment for Customers, Staff, and visitors.
 - (c) Establishes controls for utilization of resources in a cost-effective manner.
 - (d) Completes all assigned reports.
 - (e) Promotes Core Values in the workplace.
 - (f) Communicates with Director of Dining Services with all related Café and personnel issues.
 - (g) Completes performance reviews in collaboration with Director of Dining Services.
 - (h) Orders and maintains supplies necessary for the efficient functioning of the Café.
 - (i) Follows meal plans, set up procedures, and standards for all Café functions as set forth by the Director of Dining Services.
 - (j) Records and processes expenditures for Café functions.
 - (k) Is responsible for establishing Café menu in collaboration with the Director of Dining Services.
 - (l) Is responsible for food stock and inventory management.
 - (m) Is responsible for daily revenue statistics.
 - (n) Fulfills short order cook role.
4. Assures that quality food service is provided at all times.
5. General Expectations:
- (a) Collaborates with the Director of Dining Services in promoting customer-focused, friendly work environment based on Customer needs and services.
 - (b) Maintains a clean, safe, and friendly environment for Customers, Staff, and guests.
 - (c) Is available and responsive to Customer needs

- (d) Adheres to Taylor Community standards for appearance and presentation as outlined in personnel handbook.
- (e) Performs other duties as assigned.

D. PHYSICAL REQUIREMENTS

The maximum physical demands for all job functions that are performed by the Café Manager are as follows:

Job Requires:	Continuous	Frequent	Occasional					
Part of the day	100-67%	66-34%	33-1%					
Bending			X	Maximum lifting/carrying: 50 lbs				
Kneeling			X	Frequent lifting/carrying: 25 lbs.				
Squatting			X	Ability to Push (Rolling): 100 lbs.				
Climbing			X	Ability to Pull (Rolling): 100 lbs.				
Standing		X		Does Job Require Repetitive Motion? No				
Walking		X			Wrist	Elbow	Shoulder	Ankle
Sitting			X	Right				
Reaching			X	Left				
Driving			X					
Fine Motor Skills			X					

E. EDUCATION AND PERSONAL SPECIFICATIONS

1. Must be a minimum of 18 years of age.
2. Must have a minimum of two (2) years of Cook/Supervisor experience, with restaurant management training preferred.
3. Must be able to work in a fast-paced setting and be able to adapt to high-volume capacity.
4. Must possess effective critical thinking skills and the ability to deal with issues as they arise.
5. Must be able to interact effectively with Customers, Staff, and the general public.
6. Must demonstrate the ability to work and communicate effectively with Customers and co-workers.
7. Must be Serve Safe Certified.

F. COMPUTER SKILLS

Ability to utilize the programs used by the Taylor Community within the scope of the job, including, but not limited to, Microsoft WORD, Microsoft EXCEL, Microsoft OUTLOOK, and POS System.

G. SCHEDULE

Full Time with significant flexibility required to address the needs of Taylor Community Café, which may include evening and weekend times.

H. SALARY RANGE

Per range level determined for position.

I. REVISION HISTORY

Reviewed: