

Upper Campus Café Manager

Anaina Hou Community Park is hiring a fun, energetic, responsible individual to manage our Upper Campus Cafe.

The Upper Campus Cafe Manager position is suited for someone who can execute quality results in a timely manner, exhibit punctuality, effectively manage a team of employees, and serve well in a customer facing position in an indoor / outdoor environment.

Café Duties: The Café Manager will have a working knowledge of all food and drink prep in order to serve guests and train employees. An effective Café Manager will be able to work alongside the Café staff in all facets of the job including opening, closing, and shift side work / cleaning duties. You must be able to work on your feet for the duration of your shift and occasionally lift up to 20 pounds. Your responsibilities will include reporting inventory and ordering needs to your supervisor. You must have a blue card and food handlers certificate.

Team Management: The Upper Campus Cafe Manager will handle all scheduling, operational communication and implementation, training and correctional performance improvement plans of the café staff.

Special Events: The Upper Campus Café Manager will work with the Operations Director to build Event Orders (EO) and communicate with prospective renters to properly build and execute Special event rentals of the space.

Food Trucks: The Upper Campus Café Manager will oversee the day to day activities of the leased food truck spaces to insure compliance with our campus rules and regulations. The café manager will be responsible for communicating with the lessees when they are not in compliance and to report repeated offenses to the Operations Director.

Hours: The Café Manager will work each shift Thursday – Sunday 9 AM – 5 PM. Additionally, the manager will come in one day M – W to handle admin duties and meet with the Operations Director. This day is flexible upon discussion of employment. Additional hours will be required in the event of a special event.

The Upper Campus Café Manager reports to the Operations Director. Your starting wage is \$25 / Hour. This is a full time position with medical benefits and PTO accrual.

Management experience is preferred but not required.

Does this sound like you? Send your resume over or drop in for an application and ask for Ben!