



JOB DESCRIPTION

POSITION TITLE:	Café Cook & Manager
FLSA JOB STATUS:	Full Time, Salaried
SALARY:	\$45,000 - \$55,000
REPORTS TO:	Executive Director
SUPERVISES:	Cashier, Food Runner, and Steward
BENEFITS:	Paid Time Off, Health, Dental, Vision, Short Term Disability, Life

POSITION SUMMARY: The Broad St Cafe provides on-the-job style training to students in the Youth Development Program (YDP) and operates a revenue-generating café and catering operation. The objective of this position is to execute YDP program requirements while fulfilling the Broad Street site's operational duties. Consistent and accurate modeling of Liberty's Kitchen values and product standards are essential in creating an effective training environment.

ESSENTIAL FUNCTIONS:

- **Coordinate with Executive Chef to ensure operational efficiency by:**
 - Following health and safety guidelines for safe and sanitary food storage
 - Maintaining a clean and neat kitchen to create an inviting atmosphere for staff, trainees, and guests
 - Overseeing guest interactions by monitoring Cashier and Food Runner's efficiency and effectiveness
 - Producing menu items in keeping with specifications daily
 - Meeting production timing requirements to ensure service times are adhered to
 - Prepare an extensive variety of food items utilizing standardized recipes and portions food as specified
 - Taste all food prepared to ensure proper flavor, texture, and consistency, and that all items meet established quality standards
 - Washes, peels, chops or dices food and vegetables and slices cold meats
 - Maintain a clean and sanitized workstation before, throughout, and after the shift
 - Working with Executive Chef to create daily Café specials
 - Follow food safety and sanitation guidelines including proper time and temperature controls, preventing cross contamination, practicing frequent handwashing and personal hygiene
 - Prep, stock, and organize workstation at the beginning of each shift
 - Remain organized throughout shift to ensure timeliness and accuracy of all food orders
 - Cook, prepare, and present menu items according to proper recipes, and portion sizes
 - Check for superior quality, preparation, cooking times, correct doneness, consistency, firmness, temperatures, and presentation of every food item
 - Check freshness of food and ingredients before cooking
 - Use proper knife handling techniques to ensure safety
 - Assisting with inventory, ordering, forecasting, reporting, and controlling waste
 - Ensuring service and dining areas are clean and inviting to customers
 - Monitor product needs to ensure timely ordering

- Managing cash handling policies and procedures with successful cash audits upon the completion of each shift
- Assisting in Point-of-Sale System maintenance and upkeep
- Assisting coworkers as necessary or required with production
- Coaching and developing participants' knowledge and skills under supervision of supervisors
- Supervising and coaching youth participants
- Modeling ideal manager behavior
- Occasionally attending youth focused trainings
- Reporting program data to the program director
- **Maintaining professional and courteous guest/customer interactions**
- **Knife Handling**
- **Attend all scheduled employee meetings and participate in a meaningful way.**
- **Perform duties as assigned by management**
- **Other duties as required**

REQUIREMENTS:

- High School Diploma or equivalent, required
- ServSafe Certification, preferred
- Experience as a trainer or supervisor in food service operation, preferred
- Customer service – Knowledge of providing customer service. Providing customer satisfaction
- Spatial awareness – being aware of your surroundings and the space which you and objects around you require
- Interpersonal Communication – Verbal and non-verbal communication skills to deal with people in an efficient and appropriate manner
- Organizational skills – general organizing and maintaining of your workspace
- Must be able to stand for prolonged periods of time
- Must be able to lift 60lbs

SCHEDULE:

- **Monday through Friday 8:00 am - 4:00 pm**
- **Occasionally will be required to attend staff meetings and trainings.**

TRAVEL

- Not a requirement for the position

WORKING CONDITIONS

Routine restaurant kitchen environment, may be exposed to hazardous situations and conditions that produce cuts or minor burns, and can be exposed to hot and cold temperatures, such as working near ovens or freezers.

- **General Comments:** This description is intended to describe the essential job functions and their requirements. It is not an exhaustive list of all duties, responsibilities, and/or requirements of the position. Other functions may be assigned and management retains the right to add to or revise this job description at any time, with or without prior notice. Employment is at-will and this job description does not imply an employment contract.

Manager Date

Executive Director Date

Employee Acknowledged and signed:

Signature Date

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