



# Cafe Manager

## Job Description/ Summary

We are looking for an experienced barista to join our team as the Cafe Manager at The Student Union! The Cafe Manager will help oversee the day-to-day operations of our cafe as well as pursue the vision of our organization through building an intentional culture with baristas and guests.

The Student Union is a nonprofit organization that specializes in collaborating with local and global organizations as service ambassadors. We seek to boldly impact our communities, whether through various local service opportunities that the whole family can attend, through unique courses and events that students can participate in, down to the cup of coffee you drink. Our location aims to be a hub for community impact and transformative relationships.

As our Cafe Manager, you should demonstrate exemplary management and leadership skills, ensure that the barista staff carries out all duties efficiently, and achieve excellent customer service.

This position will report to the Executive Leadership team and work alongside the Social Media & Marketing Manager.

### Responsibilities

- Develop positive relationships with many people across a variety of contexts.
- Provide excellent customer service and supervision to our facility.
- Prepare food items, beverages and speciality drinks to our standards of excellence.
- Hire, train, and supervise cafe staff.
- Prepare weekly work schedules for staff and find shift coverage as needed.
- Take inventory of cafe supplies and order new stock as needed.
- Identifying strategies to attract and retain guests.



## OUR PRINCIPLES

- **Demonstrate, through our actions, God's love and our faith in Jesus Christ.**
- **Develop students in the areas of academics, career readiness, leadership, volunteerism, and artistic expression.**
- **Promote confidence in one's ability to positively impact others.**
- **Support communities and local businesses through thoughtful partnerships.**



### **Responsibilities Continued...**

- Refine existing menu items and retail our products with appropriate specials and pricing.
- Balance financial transactions using Square-Space.
- Process all invoices and bank deposits as determined by our bookkeeper.
- Engage in events and programming as needed.

### **Requirements, Qualifications & Physical Demands**

- Knowledge and passion in coffee methods, latte art, and roasting techniques.
- Knowledge/experience in roasting different coffee blends
- Proven management experience in the hospitality/ food and beverage industry.
- Holds or will attain a state license in food service and safety.
- Strong business acumen and leadership ability.
- Excellent organizational and time management skills.
- Effective communication skills.
- Exceptional customer service skills.
- Ability to use : G-suite; Docs, Sheets, Calendar, and Microsoft Office; Word, Excel.
- Utilize apps such as When I Work, Q-Books T-sheets, Marco-Polo, and Square.
- High school diploma or GED.
- Bachelor's degree or certification in Business Administration or Business Management is advantageous.
- Sound knowledge of food health and safety regulations.
- Regularly required to stand for long intervals
- Frequently required to use and reach with hands and arms to handle boxes and cafe operation
- Able to lift and/or move items up to 30 pounds

### **Next Steps**

- Provide a resume and cover letter explaining why you have an interest in this position
- Include at least three references from people who have first-hand knowledge of your passion and experience
- Please send the above information in PDF format to [info@thestudentu.org](mailto:info@thestudentu.org) with the subject line "[First, Last Name] - Position Title"

If your initial information is reviewed and we believe you are a qualified candidate, you will be contacted by a member of our hiring team with your next steps. We encourage you to pray about joining us. We are praying for the right person to join in serving Christ and our community alongside of us!