

**Job Title**

**Revision Date**

**Thirteen Pennies Café Manager**

**May 13, 2022**

**Minimum Qualifications**

- Food service industry experience required.
- Must be able to work Saturdays.
- Must be able to lift and/or assist in lifting and moving items that weigh more than 50 lbs. Various tools and machines are in place to assist.
- Must be able to stand most of the day.
- Must demonstrate extensive knowledge of food services best practices (e.g., food safety, menu creation, merchandising, etc.).
- Must complete the Certified Food Protection Manager course/exam.
- Some knowledge of network, computer, and POS systems in order to troubleshoot minor problems and work toward ever-increasing efficiency and productivity.

**Responsible to:** Thrift Store/Café General Manager

**Duties & Responsibilities**

- Maintain a personal, active relationship with Jesus Christ and be a strong Christian witness in all interactions with youth, staff, donors, volunteers, and the general public so as to uphold Black Mountain Home’s mission of *Glorifying God by caring for children, youth, and families*.
- Commit to pray regularly for the youth, staff, and ministry.
- Provide excellent customer service to café and thrift store customers, patrons, and donors.
- Attend weekly staff meetings, which include participation in a time of Christian devotion and prayer, as assigned. Review minutes and sign-off for missed meetings to stay aware of ministry updates.
- Supervise the café team, including the café assistant manager and other staff, student interns, and volunteers.
- In conjunction with the Thrift Store/Cafe General Manager, coordinate staff schedules for coverage of the café during business hours as detailed in the Hours of Operation Policy.
- Work to ensure all Environmental Health and OSHA rules and regulations are followed at all times.
- Ensure staff and volunteers only perform tasks for which they have been trained.
- Problem solve.
- Other duties and projects as assigned.

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Supervisor Signature

\_\_\_\_\_  
Date