

## Position Description

*To perform this job successfully, an individual must be able to perform the essential job functions satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the primary job functions herein described. Since every duty associated with this position may not be described herein, employees may be required to perform duties not specifically spelled out in the job description, but which may be reasonably considered to be incidental in the performing of their duties just as though they were actually written out in this job description.*

<b>Job Title:</b>	<b>Café Manager-Catalyst Center</b>
<b>Pay Table:</b>	Support
<b>Pay Grade:</b>	7
<b>FLSA Status:</b>	Non-Exempt
<b>Job Code:</b>	732
<b>Reports to:</b>	Catalyst Center Director and Culinary Arts Instructor

### **JOB SUMMARY**

Under the general direction of the Culinary Arts instructor, the Catalyst Center Café Manager oversees the preparation and serving of meals at the Catalyst Center café. The incumbent orders supplies, trains and supervises students/employees, directs and assists with the preparation of meals, maintains sanitation and safety standards, and manages records.

### **ESSENTIAL JOB FUNCTIONS**

- Plans menus for the café.
- Manages inventory and stocking of supplies.
- Works with food and beverage vendors to order appropriate kinds and amounts of supplies. Inventories and stores received supplies, ensuring proper quality control.
- Oversees menu pricing to assure that café is profitable.
- Manages the upkeep of kitchen equipment and troubleshoots equipment errors.
- Supervises students/employees assigned to the café and assists with food preparation, ensuring that proper food quality is maintained.
- Supervises and assists with cleaning. Ensures that proper cleaning and sanitation standards are maintained.
- Provides training to students/employees working in the café on food preparation, equipment usage, cleaning and sanitation standards, etc.
- Trains students/employees on customer services standards.
- Monitors café sales and credit card transactions.
- Markets the café and its catering services.
- Supervises catering orders. Invoices clients from catering events.

### **MINIMUM REQUIREMENTS**

- High School diploma or equivalent.
- One (1) year of experience related to the above tasks, knowledge, skills and abilities or an equivalent combination of education and experience.
- Food Handler's Permit

### **KNOWLEDGE, SKILLS AND ABILITIES**

- Ability to read, write, and perform mathematical calculations (percentages and fractions).
- Knowledge of food preparation and restaurant operation and management, including presentation, customer service, and sanitation.
- Knowledge of all equipment used in the kitchen.
- Management and time management skills. Must have strong interpersonal skills for managing staff and to achieve excellent customer service results with both restaurant and catering customers.
- Ability to effectively organize operations and supervise others.
- Basic familiarity with computer programs (i.e., Microsoft word, Excel, and Outlook.)
- Ability to work in a fast-paced environment, meet deadlines, and prioritize tasks.
- Ability to manage inventory and property.
- Ability to accept, receive, and collect payments.

### **PHYSICAL DEMANDS**

Medium work: Exerting up to 50 pounds of force occasionally, and/or up to 30 pounds of force frequently, and/or up to 10 pounds of force constantly to move objects. The work also requires the following physical abilities in order to perform the essential job functions: crouching, feeling, fingering, grasping, handling, hearing, kneeling, lifting, mental acuity, pulling, pushing, reaching, repetitive motion, speaking, standing, stooping, talking, visual acuity and walking.

### **WORKING CONDITIONS**

Employees in this position work in a dynamic environment that requires them to be sensitive to change and responsive to changing goals, priorities, and needs.

*The Davis School District has the right to revise this position description at any time.*