



Transitions works to end poverty and homelessness for women and children in Spokane.

PLEASE POST

**JOB OPENING
AGENCY ANNOUNCEMENT
September 14, 2021**

Transitions is currently looking to fill a full time (40 hours/week) **Café Supervisor** position. If you are someone who is driven to help others, this may be the perfect fit for you! Our organization is founded on its core values of Respecting Human Dignity, Community, Growth & Wholeness, and Justice. We would love for you to be a part of our amazing team!

Transitions is a unique organization with a supportive, collaborative environment. This position is a critical one for healthy management of the organization.

This position is open to all qualified Transitions' employees as well as outside applicants. See position description for relevant job information.

Interested applicants should submit via email a cover letter, resume' and Transitions application to Edie Rice-Sauer, Executive Director at: jobs@help4women.org

Transitions employment applications are available online at <http://help4women.org>

Please email complete application, cover letter and resume to: jobs@help4women.org

This position is open until filled.

Transitions values diversity in its work force and is committed to Equal Opportunity and Affirmative Action.

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3128 N. Hemlock, Spokane, WA 99205
Phone 509.328-6702 - Fax 509.325.9877- <http://help4women.org>

Position Title: Café Supervisor, Front of the House & Barista Trainer
Site: Transitions New Leaf Bakery Café Job Training
Status: Hourly, Non-exempt, Part Time, Permanent
Benefits: Based on Transitions' employment policies Health, Vision, Dental, Life, Disability, Retirement, sick, Paid Time Off (Holidays and Vacation)
Salary: Grade P35 is \$18.69-30.89
Hours: 40 hours per week
Reports to: Social Enterprise (New Leaf) Director

Café Supervisor, Front of the House and Barista Trainer—This person will manage two small retail outlet and coffee bars as part of Transitions' New Leaf Job Training program (second site opening in the spring of 2022). The primary responsibilities of this position are to develop retail potential, through marketing and fiscal management as well as to create and deliver a training curriculum inclusive of customer service, point of sale system, inventory and record keeping, equipment care, basic management and barista skills to women enrolled in the job training program. Emphasis is placed on creating and maintaining a warm, welcoming, customer friendly environment that reflects the values of Transitions.

Specific duties are as follows:

- Foster an environment that promotes the culture and values of Transitions: Community, Respect, Justice, Growth and Wholeness
- Oversee and maintain licensing, health and safety requirement and other operational procedures for the retail operation
- Maintain inventory of needed café supplies including food, coffee supplies, dishes, cleaning supplies, etc.
- Manage and maintain the café facility (area) and equipment
- Assist with the recruitment, assessment and screening of applicants for training
- Bill FCS program and provide case notes for eligible trainees
- Assist with the development of marketing and sales promotion for the retail cafe
- Assist in the development and delivery of curriculum for training in front of the house, barista and management skills; this includes overseeing recruitment and assessment of trainees.
- Coordinate the scheduling of trainees with the Chef Instructor
- Monitor and assess trainees in relationship to required competencies
- Coordinate menu planning and delivery of product to the café retail site in collaboration with the Chef Instructor
- Develop and provide barista training as a specific training within the program
- Maintain financial records of all transactions and provide appropriate reports to Transitions Business Office.
- Participate in regularly scheduled Team Meetings
- Maintain professional relationships with referral agencies and seek out partnerships for referrals where appropriate

- Assist New Leaf Bakery Café in other aspects of program development and delivery as needed, i.e. event planning, curriculum development, food deliveries

Knowledge, Skills and Abilities:

Education

- Food Handler's Certificate required
- Bachelors, or Associate Degree in education, human service, or food service/culinary arts

Experience:

- Café/coffee bar management experience
- Experience as a Barista
- Experience as a trainer in some area of food service
- Marketing, public relations
- Experience working with a population with barriers to employment
- Experience developing relationships with business, non-profit agencies, and individuals

Competencies and Skills:

- Planning, organizing, managing and supervising trainees and volunteers
- Collaboration and Team Work
- Strong interpersonal and conflict resolution skills
- Flexibility in dealing with multiple challenges at the same time
- Self-starter and ability to follow through on tasks begun
- Networking, good communication and record keeping
- Sense of humor
- Must provide proof of a valid Washington state Driver's License

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Updated 2-3-2012