



Position Title: Café Manager, Front of the House & Barista Instructor
Site: Transitions New Leaf Kitchen and Café Job Training
Status: Hourly, Non-exempt, Full Time, Permanent
Benefits: Based on Transitions' employment policies Health, Vision, Dental, Life, Disability, Retirement, Sick, Paid Time Off

(Holidays and Vacation)
Salary: Grade P29, \$16.49 starting
Hours: 40 hours per week
Reports to: Café Supervisor

Café Manager, Front of the House and Barista Trainer—This position will manage a café and coffee bar as part of Transitions' New Leaf Job Training program and deliver barista training to individuals enrolled in the New Leaf job training program. The primary responsibilities of this position are to deliver a training curriculum inclusive of customer service, point of sale system, inventory and record keeping, equipment care, basic management and barista skills to individuals enrolled in the program and develop retail potential through marketing and fiscal management. 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
- Lead the recruitment, assessment and screening of applicants for barista training
- Assist with the development of marketing and sales promotion for the retail cafe
- Assist in the delivery of curriculum for training in front of the house, barista and management skills; this includes overseeing recruitment and assessment of trainees
- Oversee and maintain licensing, health and safety requirements and other operational procedures for the retail operation
- Manage and maintain café facility (area) and equipment
- Coordinate the scheduling of New Leaf trainees
- Monitor and assess trainees in relationship to required competencies
- Keep case notes for FCS eligible trainees
- Assist in research and development of new program initiatives as they arise
- Maintain professional relationships with referral agencies and seek out partnerships for referrals where appropriate

- Participate in regularly scheduled Team Meetings
- Assist New Leaf Kitchen and Café in other aspects of program development as needed, i.e. event planning, curriculum development, food deliveries

Knowledge, Skills and Abilities:

Education

- Food Handler's Certificate required
- Bachelors, or Associate's 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
- Networking, good communication and record keeping skills
- Sense of humor
- Must provide proof of valid Washington State Driver License and insurance

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