

Beloit Public Library Café Manager



Department: The Blender Cafe
Status: Non-Represented
Range: 56

Organizational Relationships

Reports to: Library Director
Supervises: Café support staff including high school students

Summary

Under general direction of the Library Director, with latitude for independent judgment and decision making. Ensures the effective operation of café, fosters mentoring relationships with student staff, and promotes collaborative relations with community partners.

Essential Duties and Responsibilities

Develops and coordinates training for support staff including but not limited to food preparation, safety, hygiene, and emergency procedures.
Assists in hiring, supervising, mentoring, and evaluating student workforce.
Ability to supervise in an encouraging, kind and respectful manner.
Responsible for staffing and scheduling.
Responsible for creating an inviting atmosphere through the highest level of customer satisfaction and product quality.
Responsible for menu creation and management.
Responsible for purchasing and inventory management.
Prepares reports as required.
Participates in annual budget for The Blender Café.
Maintains sound financial practices including menu management, food, and labor cost controls.
Maintains safety and security with the café.
Maintains positive relations with the community, library staff, and Blender partnerships.
Other related duties as assigned

Decision Making

Participates in setting policies and procedures for the staff and public users of The Blender Café.
Exercises discretion in managing the overall operation of the café.

Education/Experience Required

Servsafe Food Safety Managers Certification required
Three years' progressive management experience in the food industry.
Three years' experience working with teens.



Knowledge, Skills and Abilities Required

Good problem solving and time management skills.
Considerable verbal and written communication and interpersonal skills to deal effectively with vendors, library staff, students, and customers.
Strong organizational skills.
Ability to function effectively as part of a team
Ability to be tactful and respect confidentiality
Ability to supervise the work of others

Tools/Equipment

The ability to use and train others in the use of any and all commercial food and beverage equipment used in the production of quality products.

Physical Demands/Work Environment

Must be able to hear, comprehend and respond to staff and patrons both in person and on the phone
Must be able to lift and carry up to 40 pounds.
Must be able to reach a height of greater than 60 inches.
Must be able to walk distances of more than 50 feet within the building.
May be required to sit or stand for extended periods of time during work period.
Must be able to bend and stoop.
Must be able to tolerate equipment noise that reaches above moderate level

In an effort to provide for continuity of government under ss 166.23(1) and City of Beloit Code of General Ordinances 1.11, you may be required to provide administrative support for the City of Beloit Emergency Operation Center or other city department during declared states of emergency. This may require an altered work schedule during the declared emergency.

The above is intended to describe the general content of the requirements for the performance of this job. It is not to be construed as an exhaustive statement of duties, responsibilities or requirements

Approval:

Name	Library Director	Date

Copy of job description received:

Name	Title	Date