



POSITION: Club 509 & Cafe Coordinator
REPORTS TO: Program Director & Community Engagement & Events Manager
Hours: 25 hours/week
Salary: \$20-25/hour

GENERAL RESPONSIBILITIES:

Under general supervision, the Café & Club Coordinator is responsible for providing leadership to create a safe, healthy and age-appropriate environment resulting in a positive and productive experience for teens, parents, staff and the public when appropriate. The Café & Club Coordinator is responsible for member behavior management, mentoring staff and teens and will act as a facility attendant when needed.

Café:

Oversees all café operations including scheduling and supervising staff; food service; vendor relationships; inventory control; cash register reconciliation; and complying with county health standards.

KEY RESULT AREAS:

Administration

- Confers with Program Director to manage food and beverage inventory and cost analysis.
- Purchases supplies for everyday café service, culinary program, Chop's events and outside usage when needed.
- Confers with Program Director to plan menus for everyday service, special events and outside usage when needed.
- Inspects all food to maintain quality standards and sanitation regulations.
- Ensure all food safety procedures are strictly adhered to according to sanitary regulations
- Investigates and resolves food quality and service complaints.
- Confers with Program Director to develop curriculum (including recipes), secure supplies and coordinate instructors for culinary and barista programs.
- Promotes class participation and provides instructors with rosters and attendance sheets.
- Actively participates on the Chop's Management Team.
- Excellent interpersonal communication skills
- Exceptional organization and leadership skills
- Dependable and reliable

Supervision

- Hires, trains, mentors and supervises staff in accordance with Chop's policies, procedures and applicable laws.
- Provides leadership to create a safe, healthy and age-appropriate environment resulting in a positive experience for teens.
- Supervises and coordinates activities of Café employees engaged in serving pre-made food service and cleaning Café and kitchen equipment.
- Manages Café and Culinary Checklists
- Reviews financial transactions in the Café, monitors budget to ensure efficient operation.
- Responsible for enforcing Chop's Code of Conduct, safety and emergency procedures, and all regulations pertaining to sanitation regulations.
- Reports criminal and medical emergency incidents to proper authorities or EMS, and logs all incident reports.

Operations

- Keeps records and makes reports of expenditures.
- Reconciles all cash transactions to cash register reports.
- Work closely with management to meet revenue objectives
- Implement appropriate strategies to resolve adverse trends and improve sales
- Controls costs by reviewing portion control and quantities of preparation; minimizing waste; ensuring high quality of preparation.
- Audit inventory levels to ensure product availability, and order products as necessary
- Inventories supplies on hand at end of each day or other designated period.
- Works with Program Director in assigning duties to Café workers.
- Maintain safe working conditions
- Assists the Café workers, as needed, in serving customers or in performing other duties.
- Other responsibilities as needed

Club & Facility Rentals:

- Assists the Program Manager in planning and promoting Club 509 events and ensures the security and safety of Chop's members and staff during Club events.
- Provides leadership to create a safe, healthy and age-appropriate environment resulting in a positive experience for staff and teens.
- Oversees Club 509 staff schedule and provides training and supervision for event staff.
- Develops and monitors Club 509 ActiveNet Forms and event budgets.
- Promote Club 509 events at schools and other community events, through the Activity Guide, etc.
- Participates in weekly management and staff meetings to ensure effective communication between all staff.
- Responsible for enforcing Chop's Code of Conduct, safety and emergency procedures during all Club 509 events and activities.
- Reports criminal and medical emergency incidents to proper authorities, and logs all incident reports.

MINIMUM QUALIFICATIONS:

- At least 21 years of age.
- Food service, phone skills and customer service experience required.
- Associate's degree (A.A.) or equivalent from two-year college or technical school; or six months to one-year related experience and/or training; equivalent combination of education and experience.
- Knowledge and experience working effectively with and relating to, teens ages 12 to 18.
- Proof of current negative TB test and pre-employment physical required.
- Fingerprint clearance through California Department of Justice.
- First aid and CPR certification required within 90 days of employment.
- Ability to work flexible hours, including nights and weekends.
- Ability to frequently move food, waste, and equipment weighing up to 40 pounds across the property for various kitchen, culinary, and event needs.
- Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals.
- Ability to write routine reports and correspondence.
- Ability to speak effectively before groups of teen members, customers or employees of organization.
- Ability to understand and follow Chop's safety and security policy and procedures.