



GROUNDSWELL
cafe

GROUNDSWELL CAFE MANAGER

ORGANIZATION OVERVIEW

Matthew 25 is a vibrant, growing non-profit organization. Our mission is to improve the health of people and neighborhoods by investing in quality affordable housing, healthy food, educational opportunities, and community building. Our Groundswell Cafe is a pay-it-forward café, providing healthy meals to all, regardless of their ability to pay.

Matthew 25 is an equal opportunity employer. We celebrate diversity and are committed to creating an inclusive environment for all employees.

To perform this job successfully, an individual must be able to perform each responsibility satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability to be successful.

ESSENTIAL RESPONSIBILITIES: (include but are not limited to the following)

The Groundswell Cafe Manager is responsible for the menu planning and daily preparation of delectable salads, sandwiches and soups made as much as possible from local, healthy ingredients at the Groundswell Cafe.

Additionally, the chef will help support the urban farm market nights with brick-oven pizzas and grilling as well as other food programs and events. The Groundswell Cafe Manager is responsible for setting a tone that is welcoming, uses everyone's gifts, and creates a place where food builds community.

ESSENTIAL DUTIES: (include but are not limited to the following)

- Prep and cook high quality food to meet demands of the Cafe and Catering events in a timely fashion, exceeding diners' expectations.
- Create menu items that are nutritionally sound, diverse, and appetizing, featuring locally grown and seasonal produce. Menu items must be effectively priced to ensure financial sustainability. Train staff to effectively make new items.
- Manage all aspects of cafe operations, including food quality and safety, cleanliness and sanitation, organization, stock, equipment, etc.

- Interaction with cafe customers, working the counter as well as the line.
- Teach food classes and develop food-related events.
- Develop catering menus, manage inventory, and partner with the catering coordinator for events.
- Manage and cook for several cafe-specific events, including the Cultivate Community Market, Cooking for a Cause, Night Out at Groundswell, and others throughout the year.
- Manage the volunteer-led baking program.
- Manage, update, and oversee cafe-related data, including net profits, daily cafe performance, PIF balance, and event P&L estimates. Oversee the cafe budget.
- Partner with vendors, farmers, suppliers, and others who provide goods and services to the cafe.
- Hire, train, mentor, manage, and support kitchen staff, with support from CH Sr Director and core support.
- Oversee and coordinate work of volunteers who are engaged in preparing and serving meals, ensuring adherence to recipes and quality standards.
- Maintain Linn County Public Health food safety standards and regulations and possess a current ServSafe Manager food handling certificate.
- Be an outstanding team player, coordinating activities with other program areas, including Community Building, Finance, Marketing, etc.

REQUIRED SKILLS/QUALIFICATIONS:

- Must be outgoing, working hard to build a network of relationships to support Matthew 25 and Groundswell Cafe.
- Experience managing and mentoring entry-level staff.
- Experience preparing and cooking simple, nutritious meals from scratch, including soups, sandwiches, entrees, sauces, dressings and baked goods.
- Ability to manage time and keep accurate track of details/data related to events.
- Disciplined about following and improving processes for increased efficiencies.
- Experience using, keeping clean, and maintaining standard commercial kitchen equipment.
- Experience in the culinary arts field with at least three years of experience working in a commercial kitchen.
- Knowledge and passion for local foods. Experience with vegetarian and vegan cooking.
- Caring about economically challenged people and neighborhoods.
- Part of Groundswell Cafe's mission is to create an environment where all are welcome, regardless of ability to pay. The Cafe Manager must be able to serve patrons who are unhoused or experiencing socioeconomic or mental health barriers that require high emotional intelligence and empathy.
- Ability to lead effective meetings with staff.
- Desire and drive for your work to contribute to an inclusive and sustainable society.
- Commitment to the organization's mission.
- Detail oriented. Cares deeply about quality, product and experience.
- Regular attendance, including Saturdays and occasional evenings for events

- Current driver's license preferred
- Ability to communicate in American Sign Language (ASL) is a plus.

PHYSICAL REQUIREMENTS/ WORKING ENVIRONMENT

Work environment characteristics described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Sit an average of 1-2 hours per workday.
- Stand an average of 5-6 hours per workday.
- Walk an average of 5-6 hours per workday.
- Bend/Stoop – Frequently (5-24 times/hour).
- Squat – Frequently (5-24 times/hour).
- Reach above shoulder level – Occasionally (1-4 times/hour).
- Up to 10 lbs. of weight carried – Frequently (5-24 times/hour).
- Up to 10 lbs. of weight lifted – Frequently (1-2 times/hour).
- Must be able to lift up to 50lbs
- The job requires use of equipment that may require use of personal protective equipment.

BENEFITS

Benefits include PTO, Health Insurance, Simple IRA match, Short-Term Disability, and paid holidays. Access to Dental Insurance, Vision Insurance, FSA and HSA is also available.