



**GROUNDSWELL**  
*cafe*

## **FOOD & BEVERAGE MANAGER, CULTIVATE HOPE**

### **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.

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### **ESSENTIAL DUTIES/RESPONSIBILITIES** (include but are not limited to the following)

- Guide overall strategic and operational direction of all F&B offerings for Cultivate Hope, including the Urban Farm, Corner Store and Groundswell Cafe to ensure an integrated, sustainable, standardized and profitable offering.
- Deliver on the Matthew 25 expectations for margin, profitability, sustainability, nourishment and nutrition for all F&B offerings.
- Work collaboratively with the Cultivate Hope team (staff and volunteers) to maximize their skills in a way that fits within the mission of Matthew 25.
- Work with the chef and catering and events manager on seasonal menu creation featuring organically grown and seasonally featured produce from the Matthew 25 urban farm.
- Work to make sure that all Cultivate Hope spaces are maximizing opportunities regarding food & beverage offerings.
- Collaborate with the Cultivate Hope Education Manager, the Urban Farm Manager, and the Community building team to host educational workshops, food tastings and other community building activities centered around food.
- Create and maintain department related guidelines and standard operating procedures.
- Drive a positive work culture and environment and develop your team to ensure we are maximizing strengths and building a strong succession plan.
- Develop, coach, evaluate, and train staff.
- Plan and review results and expectations with employees on a regular basis.
- Plan and assign work to others on the team based on goals, talents, and strengths.
- Develop and oversee the budget of your function as well as all related F&B project budgets.
- Provide cover in the cafe and for events for absences.
- Recommend process improvements for increased efficiencies.
- Display and promote company values.
- Other duties as assigned.

## **SKILLS AND ABILITIES** (include but are not limited to the following)

- Caring about economically challenged people and neighborhoods.
- Desire and drive for your work to contribute to an inclusive and sustainable society.
- Commitment to the organization's mission.
- Strong written and verbal communication skills with prevalent professional demeanor.
- Ability to mentor, train, motivate, direct and empower a team.
- Ability to handle sensitive and confidential situations and documentation.
- Highly motivated.
- Well-developed interpersonal skills.
- Creative and innovative.
- Ability to work in a fast paced, rapidly changing, and regulated environment.
- Ability to develop personnel to support present and future operations.
- Analytical skills to identify and resolve problems in a timely manner.
- Exhibit sound and accurate judgment.
- Ability to work effectively across departmental teams.
- Demonstrated ability to learn and apply new approaches.
- Maintain professional technical knowledge.
- Proficient in Microsoft Office Suite Products, Square and ability to learn new systems quickly.

## **EDUCATION AND/OR EXPERIENCE** (include but are not limited to the following)

- Bachelor's degree, or equivalent experience, in food, event planning, sales & marketing required.
- Previous leadership experience in F&B operations required.
- Excellent business acumen; ability to set budgets and targets, drive profitability and understand the P&L.

## **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 2-3 hours per day.
- Stand an average of 4-5 hours per day.
- Walk an average of 1-2 hours per day.
- Required Movements:
  - Bend/Stoop – Frequently (5-24 times per hour)
  - Reach above shoulder level – Occasionally (1-4 times per hour)
  - Pushing – Occasionally (1-4 times per hour)
- Weight Carried:
  - Up to 10 lbs – Frequently (5-24 times per hour)
  - 11-30 lbs – Occasionally (1-4 times per hour)
- Weight Lifted:
  - Up to 10 lbs – Frequently (5-24 times per hour)
  - 11-30 lbs – Frequently (5-24 times per hour)
- Hands Used for Repetitive Action:
  - Simple/light grasping (both hands) – Occasionally (1-4 times per hour)
  - Firm/strong grasping (both hands) – Frequently 5-24 times per hour)

- Fine dexterity (both hands) – Frequently (5-24 times per hour)

The job requires being around machinery and equipment commonly found in a kitchen setting.

**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.