



GROUNDSWELL
cafe

GROUNDSWELL CAFÉ 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 DUTIES/RESPONSIBILITIES (include but are not limited to the following)

- Prep and cook food to meet the needs of the Café, meeting and exceeding diner's expectations in quality, and timing of meals.
- Responsible for the daily operations and personnel of the Café, including scheduling and planning daily tasks for the team.
- In collaboration with the Cultivate Hope F&B Manager, design, cost and create menu items that are nutritionally balanced, diverse, and appetizing, featuring organically grown and seasonal produce from the Matthew 25 Urban Farm.
- Manage inventory control and ensure processes are in place to deliver margin and profitability expectations.
- Participate in hiring and training of all Groundswell staff and volunteers.
- Oversee and coordinate work of volunteers who are engaged in preparing and serving meals, ensuring adherence to recipes and quality standards.
- Operate all food services in compliance with established health and safety standards and regulations.
- Create a team atmosphere that promotes camaraderie, cross training and collaboration.
- Deliver excellent customer service to café guests.
- Collaborate with the Cultivate Hope F&B Manager to manage and maintain relationships with vendors and purchasing supplies to leverage economies of scale and to ensure our partners share our core values and support our mission.
- Collaborate and communicate effectively with the Catering and Events coordinator to support the good meals to go program, catering menus, bakery, snack and sweet treat programs and all catering events across all Matthew 25 venues.
- 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)

- Commitment to the organization's mission.
- Caring about economically challenged people and neighborhoods.
- Desire and drive for your work to contribute to an inclusive and sustainable society.
- Strong written and verbal communication with prevalent professional demeanor.
- Ability to mentor, train, motivate, direct, and empower a team.
- Fluency in ASL (American Sign Language) is a plus.
- Well-developed interpersonal skills.
- Ability to work in a fast paced, rapidly changing, and regulated environment.
- Detail oriented.
- Ability to identify problems when they arise, define the issue, identify the root cause, and take the initiative to implement the solution while getting others to buy in.
- Ability to work effectively across departmental teams.
- Demonstrated ability to learn and apply new approaches.
- Intermediate level mechanical aptitude.
- Solid business acumen; ability to control COGS and margin.
- Proficient in Microsoft Office Suite Products, Square and ability to learn new systems quickly.
- Strong understanding of weights and measures

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

- Education in culinary arts and/or previous experience in a relatable field required.
- Minimum of 3 years of experience in leading a kitchen team, and ability to oversee the front of house team.
- Knowledge and passion for locally sourced foods.

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.

- Stand an average of 6-7 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 day)
- Weight Lifted:
 - Up to 10 lbs – Frequently (5-24 times per hour)

- ○ 11-30 lbs – Frequently (5-24 times per day)
- 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)
- 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.