

JOB TITLE: A&A Café Coordinator

EMPLOYER: North Shore Senior Center

DEPARTMENT: Facility Operations

REPORTS TO: Director of Facility Operations

FLSA STATUS: Non-exempt

FT/PT: Part-time (30 hours/week, Monday-Friday 7:30am-1:30pm)

LOCATION: Arthur C. Nielson, Jr. Campus, Northfield, IL

SUMMARY: The Café Coordinator oversees the A&A Café by providing light food service, assists the Director of Facility Operations by assessing and communicating supply needs, and keeps the café clean and in compliance with the Department of Sanitation regulations.

The A&A Café Coordinator primarily works in a small, kitchen-like room with a large open window allowing members to place/pick up orders. The work consists of using some electrical appliances, knives, making sandwiches and salads with sanitation rules in mind, handling money and making change for customers. The main kitchen may be used for prep work, salad making, baking, etc.

DUTIES AND RESPONSIBILITIES:

- Opens and closes the café daily.
- Prepares food and services customers ordering food.
- Creates weekly menus with a focus on healthy, nutritious food items that appeal to today's health-conscious consumer.
- Posts daily food offerings on menu board.
- Determines food supplies needed on a weekly basis, shops for necessary items and transfers them from car to café.
- Monitors inventory of café supplies and orders replacements through the Kitchen Coordinator as needed to maintain adequate quantities; ensures that director is informed of supply needs and replacement orders.
- Ensures that all food supplies are fresh and in code.
- Opens all delivered goods and stores supplies in storage closet.
- Provides excellent customer service utilizing patience, good communication skills and flexibility in all interactions.
- Enhances customer outreach by maintaining the café recipe board of popular and new food items and updates recipes on an ongoing basis
- Assists director in setting prices for food and beverage items to remain competitive with local food establishments.
- Ensures the efficient operation of the café by securing and maintaining adequate change for the café till.
- Processes billing for café food purchases and submits to Finance Department for payment.
- Submits weekly café receipts to Finance Department every Friday.
- Interacts with Village of Northfield Health Inspectors to answer questions and address any deficiencies cited by the inspectors during quarterly café inspections. Consults with director regarding problem areas and assists in corrective action as requested.
- Maintains cleanliness of café and all café equipment in compliance with sanitation rules; launders kitchen towels as needed.

- Maintains cleanliness and orderliness in storage closet.
- Ensures that personal food preparation and sanitation certificates are updated in keeping with applicable sanitation regulations.
- Performs other related duties as assigned by management

SUPERVISORY RESPONSIBILITIES:

- This job has no direct supervisory responsibilities

QUALIFICATIONS:

- Knowledge of basic food preparation
- Ability to make change and handle money
- Ability to lift 25 lbs.
- Excellent customer service & interpersonal skills
- High school diploma, general education degree (GED) or equivalent
- Associate's Degree (AA) or equivalent from a two-year college, or equivalent combination of education and experience, preferred
- Minimum of one year of experience in a food preparation position
- Minimum of one year of experience in cash management
- Computer skills required: intermediate computer knowledge, including experience using Microsoft Office Suite of programs
- Other skills required:
 - Advanced organizational skills, including attention to detail and accuracy
 - Advanced customer service, verbal communication and interpersonal skills
 - Maturity, reliability, flexibility to meet operational demands
 - Sensitivity to cultural diversity

To be considered for this position, please send your resume and salary requirements to hr@nssc.org.

EOE: North Shore Senior Center is an equal opportunity employer; applicants are considered for all positions without regard to race, color, religion, sex (including pregnancy, gender identity, and sexual orientation), marital status, parental status, national origin, age, disability, veteran status, genetic information, or any other status protected by applicable federal, state or local law.