

JOB TITLE: Café Coordinator

EMPLOYER: North Shore Senior Center

FLSA STATUS: Non-exempt

FT/PT: Part-time (2-3 days/15-18 hours/week to start)

LOCATION: Northfield, IL

Are you passionate about serving older adults? If you answered yes, then you will enjoy working at North Shore Senior Center! NSSC is in search of a hospitality-minded Café Coordinator to manage the café at the Northfield location.

WHO WE ARE: NSSC is a small non-profit social services agency with just over 100 employees. For the second year in a row, Chicago Tribune has recognized NSSC as a Top Workplace in the Chicagoland area.

SUMMARY: The Café Coordinator oversees the Café by providing light food service and keeping the café clean and in compliance with local and state regulations.

The Café Coordinator primarily works in a small, kitchen-like room with a large open window allowing members to place/pick up orders. Position initially would be for 2-3 days a week with the potential to increase days/hours.

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 supervisor is informed of supply needs and replacement orders.
- Enhances customer outreach by maintaining the café recipe board of popular and new food items and updates recipes on an ongoing basis
- Maintains cleanliness of café and all café equipment in compliance with sanitation rules;

QUALIFICATIONS:

- Ability to lift 25 lbs.
 - Excellent customer service & interpersonal skills
 - High school diploma, general education degree (GED) or equivalent
 - Minimum of one year of experience in a food preparation position
 - Food Handler's Certification preferred
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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.