



Job Announcement: Café Manager

Position Title: Café Manager (Full Time)

Reports to: Director of Social Enterprises

Job Summary

Bridgeport Café is a social enterprise owned by Burten, Bell, Carr Development, Inc., (BBC). It is a healthier alternative to fast food with a menu that incorporates locally grown food in the Kinsman neighborhood. The café offers a healthy variety of fresh salads, wraps, soups, baked goods, and hand-crafted sandwiches.

BBC is seeking a Manager to be responsible for every aspect of the hiring process for all of café employees including interviewing, hiring and training. Also, responsible for food service and administrative duties including: payroll, food ordering, inspections, inventory, menu planning, inventory, and general operations.

Essential Functions

- Accomplishes restaurant human resource objectives by recruiting, selecting, orienting, training, assigning, scheduling, coaching, counseling, and disciplining employees; communicating job expectations; planning, monitoring, appraising, and reviewing job contributions; planning and reviewing compensation actions; enforcing policies and procedures.
- Achieves restaurant operational objectives by contributing information and recommendations to strategic plans and reviews; preparing and completing action plans; implementing production, productivity, quality, and customer-service standards; resolving problems; completing audits; identifying trends; determining system improvements; implementing change.
- Meets restaurant financial objectives by forecasting requirements; preparing an annual budget; scheduling expenditures; analyzing variances; initiating corrective actions.
- Plans menus; estimates food costs and profits; adjusts menus.
- Controls costs by reviewing portion control and quantities of preparation; minimizing waste; ensuring high quality of preparation.
- Publicizes the restaurant by designing and placing advertisements; inviting food editors to review the restaurant; contacting local, regional, and national magazines with feature ideas; encouraging local businesses to hold social events at the restaurant.



- Maintains safe, secure, and healthy environment by establishing, following, and enforcing sanitation standards and procedures; and complying with legal regulations.
- Maintains ambiance by controlling lighting, background music, utensil quality and placement; monitoring food presentation and service.
- Updates job knowledge by participating in educational opportunities; reading professional publications; maintaining personal networks; participating in professional organizations.
- Enhances department and organization reputation by accepting ownership for accomplishing new and different requests; exploring opportunities to add value to job accomplishments.

Skills and Experience

- Excellent leaders with great people skills
- Possess good communication and interpersonal skills
- Sound decision making and problem solving
- High level of initiative
- Time management and deadline oriented
- Grave attention to detail
- Ability to multitask
- Average minimum five years of experience in food service
- Business Acumen: Must understand the restaurant business
- Preferred education: Associate's degree or higher in Hospitality or Food Service

Compensation

- Starting wage \$16.00 per hour, growth potential based upon café revenue success

How to Apply

- Submit resume and cover letter to smullins@bbcdevelopment.org