**Description:** The Cafe Team Lead works with the Director of Operations to run and operate the Cafe in the Arts @ Large Community Center.

**Direct Report:** Director of Operations

**Duties**
- Cafe Team Lead
  - Staff the Cafe during hours of operation identified by the Director of Operations
  - Manage food and beverage inventory and costs to ensure the café’s success
  - Complete ordering to ensure proper supply of all necessary supplies
  - Ensure the facility is up to code in compliance with the Health Department
  - Nurture friendly relationships with customers to increase loyalty and boost our reputation
  - Provide Leadership for part-time employees - to include:
    - Collecting timesheets
    - Training all staff
    - Create a positive and constructive team atmosphere among baristas
  - Assist in creating marketing/promotions for the Cafe
  - Perform other duties or projects as assigned

**Skills:** Writing & communication skills, organization, time management, presentation skills, basic computer skills including Microsoft Office Suite, and business development skills.

**Qualifications:** 3 years experience in the service/hospitality industries, 1-2 years experience in a management position preferred, valid driver’s license.

*This job requires physical activity (i.e., prolonged standing, repetitive bending, lifting, climbing). Employees must be able to lift 50 pounds.*