

**CONGREGATIONAL SUMMER ASSEMBLY (CSA)
CRYSTAL VIEW CAFÉ (CV) MANAGER
October 2022**

Reports to: Managing Director

Supervisory Function: Crystal View Staff (5-7)

Purpose: Deliver food and beverage service at the Crystal View Café while maximizing customer satisfaction. Ensure efficient restaurant operation, as well as maintain high production, productivity, quality, and customer-service standards. Supervise staff and set work schedules, direct food preparation / cooking and comply with health and safety restaurant regulations.

Job Type: Seasonal / Full Time 40 hours a week during 9-week CSA summer season (mid-June – mid August); approximately 20 hours opening and closing café before and after season.

Skill and Knowledge Requirements:

- Proven experience in Restaurant / Hospitality management or supervisory role required. 5+ years preferred
- Extensive food and beverage industry knowledge
- Excellent people/interpersonal skills
- Bachelor's Degree or equivalent experience
- Recognize role and responsibilities as part of the overall mission of the CSA by exhibiting a spirit of cooperation, flexibility, and commitment to the team relationship with other CSA staff and volunteers

Essential Functions:

- Plan and price menu items, supervises and participates in taking food and beverage orders, payments, cooking & delivering food orders
- Manage ordering of food, supplies, and beverages, as well as inventory control and auditing of stockroom
- Ensure compliance with sanitation and safety regulations
- Manage restaurant's good image and suggest ways to improve it
- Control operational costs and identify measures to cut waste
- Manage, train and schedule the Crystal View staff. Work with the Managing Director to recruit and hire CV staff
- Maintain the CV facility and equipment and communicate needed repairs and replacements to the Managing Director.
- Coordinate care and maintenance of grounds with Managing Director
- Coordinate the CV financial record keeping with the CSA Financial Coordinator
- Work with the CSA Treasurer to complete the CV final yearly financial report
- Work with Crystal View Committee on feedback from our community on requested changes/proposals/capital improvements

Physical Requirements: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. While performing the duties of this job, the employee is regularly required to talk or hear. Must be able to stand for long

periods of time (4-5 hours or more); must be able to lift heavy objects, up to 50 lbs.; must have strong visual capability.

DISCLAIMER: The information presented above indicates the general nature or level of work expected of employees in this classification. It is not designed to contain, nor to be interpreted as, a comprehensive inventory of all duties, responsibilities, qualifications, and objectives required of employees assigned to this job.