

SISSETON WAHPETON COLLEGE
CAFE

TITLE: Café Manager
REPORTS TO: V.P.A.S./CFO
SALARY: D.O.E.
TOUR OF DUTY: Hours of operation dependent on student flow
SUPERVISES: Cooks/Cashier and Work Study students

Summary

The Café Manager is responsible for the overall management and operation of the Sisseton Wahpeton College Cafe. This includes being active in the day-to-day food preparations, cooking/baking and other café duties as necessary.

Responsibilities/Duties:

1. In conjunction with the College's V.P.A.S./CFO establishes and implements buying policies and procedures for appropriate merchandise to be stocked in the cafe, including refund and exchange; cash handling and reporting policies.
2. Organizes, establishes and maintains record keeping systems for documents, materials, and records and logs of information.
3. Maintains record keeping system of equipment and supplies as needed.
4. Purchases and prices all merchandise.
5. Plans menus, including daily specials and special event meals as needed.
6. Prepares or supervises preparation of all food sold in Café.
7. Complies with all federal, state, local, and tribal laws and policies governing food safety.
8. Maintains a neat and orderly appearance of Café, controls inventory and storage space according to established policies.
9. Prepares Café yearly budget and is responsible for Café correspondence as needed.
10. Supervises Café staff which includes evaluating and coaching employees. Will also supervise any student workers.
11. Responsible for scheduling staff to cover hours of operation.
12. Complies with all College, Tribal, and Federal policies, regulations and laws that govern the College.
13. Participates on College committees and in faculty/staff meetings.
14. Performs other duties as assigned.

Education

- High school diploma or GED
- AA degree in Business Administration, Food Service, or related field is preferred.

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Minimum Qualifications

- Must have 3-5 years previous Management experience.
- Proficient with office software, Microsoft Word, Excel, etc.
- Proficient with kitchen equipment
- Planning, organizational and time management skills.
- Knowledge of ordering wholesale/retail materials.
- Knowledge of food preparation methods and food safety.
- Must be safe serve certified.

Other

- Must have excellent verbal and written communication skills to coordinate with other departments, answer public inquiries, and interact with significant and influential individuals.
- Ability to maintain high levels of confidentiality.
- Displays high standards of ethical conduct. Exhibits honesty and integrity.
- Works with minimal supervision. Demonstrates responsible behavior and attention to detail.