



newcityneighbors

Cafe Coordinator Job Description

New City Neighbors: New City Neighbors is a faith-based community development organization in the Creston Neighborhood of Grand Rapids. Our mission is to empower youth to reach their full potential. Our strategy is good food.

Title: Cafe Coordinator

Reports To: Program Director

Job Purpose: The Program Director oversees the coordination and administration of all aspects of the New City Cafe. The Cafe is a social enterprise that functions as a seasonal pop-up cafe that makes farm-to-table products like wood fired pizzas, soups, salads and baked goods from our 3 acre urban farm. The mission of the enterprise is to employ, train and equip high school youth in the farm-to-table sector.

Key Responsibilities:

1. Management of New City Cafe & all adult and youth employees
2. Adherence to all applicable federal, state and local food safety guidelines.
3. Develop and implement kitchen safety, food preparation, and sanitation training for all employees.
4. Develop and execute a weekly menu with attention to utilizing farm's seasonal produce, and order/buy necessary ingredients as needed.
5. Develop and implement value added products for sale at farmstand, cafe dates, events, or for purchase to our CSA shareholders.
6. Assist in the development, order/buy necessary ingredients, and help youth assistants and youth assistant manager in operation of cafe clubs on a monthly basis.
7. Responsible for meals for staff celebrations and community events.
8. Meet quarterly and EOY budgetary goals.

Qualifications:

Experience and Skills:

3 to 5 years experience in culinary/hospitality required. Prior experience in education, social work, or youth development applicable.

General Cooking Abilities

- Ability to create soups, salads, condiments, and other meal items from scratch
- Ability to bake breads, muffins, scones, and cookies
- Ability to work with farm-direct ingredients (vegetable-centric cooking with seconds and irregular items)
- Ability to cook cost effective food with sales sustainability in mind
- Comfortable running to-order sales days

Management/Mentoring Experience

- Experience or ability to engage with highschool youth personally and professionally, and train or teach young people how to manage their peers.
- Ability to organize work flow for sales days and provide cooking and baking oversight.
- Ability to develop and lead new programs and systems

Community/Social Awareness

- Passion for youth and demonstrated cross-cultural competency.
- Established connections with diverse communities or skill set to form diverse networks
- A commitment to anti-racism
- Knowledge and understanding of community based non-profits
- Knowledge of the Creston neighborhood considered an asset
- Ability to develop relationships with parents, staff, volunteers and community members
- Ability to develop relationships with partner organizations (schools, churches, etc.)
- Understanding of or willingness to learn about Restorative Circle Practices, asset-based development, and Christian Community Development Association principles

Proficiencies and Certifications:

- ServeSafe Certified (or ability to obtain certification within first three months)
- Computer proficient in the use of email, simple accounting, and spreadsheets
- Understanding of POS systems, preferably Square or Marketplace

Education:

- Completion of High School Diploma or equivalent

Work Conditions:

The Cafe Coordinator's work will be largely self directed. Training and support, particularly around training and mentoring of youth will be provided by NCN's Program Director. Adult staff, student staff, and volunteer collaboration will be expected and frequent. Work will be oriented around the kitchen and outdoor cafe depending on season. The Cafe Coordinator will also be required to have regular office hours each week.

Compensation:

- Hourly Position (40 hrs. per week at \$18-20/per hour dependent on experience)
- Willing to entertain a flexible less than full time position
- Possibility of promotion to full-time salaried role with health benefits after one year
- PTO and professional development opportunities provided

***Interested candidates should submit a resume and cover letter to joanna@newcityneighbors.org.
For more information visit www.newcityneighbors.org***