



**Job Title:** Cafe Youth Employee

**Supervisor:** Luke De Haan, Cafe Coordinator

**Indirect Supervisor:** Avrey Smith, Cafe & Community Leadership Training Coordinator

**Youth Employee Expectations:**

- Adhering to New City Neighbors' policies and procedures (outlined in our handbook)
- Staying updated on the communication platform Slack
- Maintaining professionalism
- Work with other employees cooperatively to ensure tasks are completed
- Participation in the growth of New City Neighbors in its mission, vision, and values
- Be friendly and helpful to NCN guests
- Assist with other New City Farm Sites, New City Cafe, and Community Development projects when applicable

**Production Responsibilities:**

- Develop recipes and menus for events and Thursday production
- Develop and adhere to cleaning guidelines and expectations
- Develop and adhere to kitchen safety guidelines and expectations
- Develop and adhere to food storage guidelines and expectations
- Support Catering through the production and attendance of the event
- Operate kitchen equipment and appliances safely
- Manage responsibilities in a busy environment during Cafe Thursdays

**Role Specific Responsibilities:**

- Front of House:
  - Engage with customers and community members in a professional manner
  - Understand and Operate the Point of Sale
  - Understand how to set up and operate the front of house during Cafe Thursdays
  - Know where supplies are stored and maintain stock
- Back of House:
  - Learn to operate each station of Pizza production
  - Set up and close the kitchen with cleanliness and efficiency in a collaborative manner

**Compensation**

**Position:** Cafe Youth Employee

**Compensation:** The hourly wage for this position in calendar year 2026 is \$13 per hour, paid in accordance with New City Neighbors' regular payroll schedule.

**Schedule:**

Spring: Tuesday 3:30 pm-6:00 pm, Thursday 3:30 pm-7:00 pm

Summer: Tuesday 7:00 am-3:00 pm, Wednesday 8:00 am-12:00 pm or 1:00-5:00 pm, Thursday 9:00 am-3:00 pm or 2:30 pm-7:30 pm

Fall: Tuesday 3:30-6:00 pm, Thursday 3:30-7:00 pm

Youth employees will be required to work events, catering, trips, and training outside of the typical weekly schedule, which will be communicated at least 2 weeks in advance.