

# GRANT MEMORIAL BAPTIST CHURCH INC.

## Job Description

Report To: Executive Pastor

Job Title: Café Manager

### **Job Summary:**

The Café Manager will oversee the day-to-day operations of the Grant Memorial Café, including food services, supplies, staffing, and reporting. The candidate will currently have, or be willing to obtain, a food handler's certificate. This position is offered as a renewable agreement.

**Time Requirements:** 37.50 hours/week, August 27, 2018 - June 28, 2019.

Alternative working hours will be required to meet the requirements of the position. A minimum of one Sunday per month is required.

### **Responsibilities:**

- Development
  - Develop/maintain menu, pricing, sourcing of products, hours of operations, staffing in conjunction with the Executive Pastor
  - Identify equipment needs and repairs
- Food services
  - Provide and/or oversee food services for GMBC, LCS, and LMI constituents
  - Ensure a high level of quality and service to constituents
  - Ensure products are available, maintained according to food handling licensing requirements, and well-displayed
  - Manage vendors and maintain inventory
  - Responsible for keeping the kitchen and café area clean, neat and orderly
- Staffing
  - Assist in the development of a workable staffing model, incorporating supervisor's schedule and management time, part time staffing, volunteers, and students
  - Ensure a high level of service at all times
  - Manage and motivate café staff
  - Train new employees and provide ongoing training for all café staff
- Promotion
  - Assist in promotion of the Café within our communities
  - Represent the café at various staff meetings and events
  - Develop special promotions and events to expand the utilization of the Café
- Reporting
  - Complete daily sales reports
  - Prepare daily bank deposits
  - Complete food and supply orders as needed
  - Prepare time sheets for staff, and volunteers

- Stock Management
  - Ordering and storage of food, beverages and cleaning products
  - Quarterly inventory count
- Key Holder
  - Ensure Opening and closing procedures are followed
  - Willingness to attend training as appropriate
- Other duties as assigned

The Café Manager will work closely with the Executive Pastor to maintain a break even budget for the Café.

The Café Manager will work closely with the Executive Pastor to ensure the pricing of new café items or ideas are in line with food cost budget.

The job description is a guide to the duties that the Café Manager is required to undertake. They may be changed from time to time by agreement to meet changing circumstances.

**Qualifications:**

- Must be highly motivated
- Excellent communication and interpersonal skills
- Excellent management and leadership skills
- An understanding of food and beverage operations
- Well-organized, detail-oriented and able to multi-task
- Must have effective problem solving/decision making abilities
- This position will require frequent standing
- Must be able to lift up to 30lbs and frequently bend and twist from the waist
- Must have a mode of transportation

**Staff at Grant Memorial Baptist Church/Linden Christian School exemplify:**

- A sincere love for the Lord evidenced by lifestyle
- Regular attendance at weekly services
- Commitment to a small group
- Faithfulness in tithing
- Adherence to Doctrinal Statement of Faith & Lifestyle Commitment

**Other:**

- Attend general staff meetings
- Be available for other areas to support the successful ministry of the school and church
- Be able to interact with others and demonstrate the values of GMBC/LCS
- Be available as opportunity arises to share faith, bible scriptures and principles based on the Statement of Faith and Lifestyle Commitment, to pray with individuals and to actively communicate a belief in the Lord Jesus Christ

**Disclaimer:**

- The above statements are intended to describe the general nature and level of work being performed by personnel assigned to this position. They are not to be construed as an exhaustive list of all responsibilities, duties and skills required of the personnel. All personnel may be required to perform duties outside of their normal responsibilities from time to time, as needed.

**TO APPLY:**

Resume and cover letter may be sent via email to [humanresources@grantmemorial.mb.ca](mailto:humanresources@grantmemorial.mb.ca) or by mail post to: Grant Memorial Baptist Church, 877 Wilkes Avenue, Winnipeg, Manitoba, R3P 1B8, Attn: Human Resources.

Closing date: When position filled.