



Connecting People Through an Excellent Cup of Coffee

Standing Stone is Committed to:

Quality – Passionately pursuing excellence

Creativity – Capturing and shaping each coffee's uniqueness

Community Care – Valuing people from farm to cup

Job Description – Café & Cart Assistant Manager

Updated – March 21, 2023

Summary: This position is designed to work as a member of Standing Stone's HUB Oversight Team to give leadership and guidance to Standing Stone's café and coffee cart. This includes serving as a shift leader working hand-in-hand with baristas to accomplish the day-to-day operations of the café and coffee cart, as well as participating in planning and consulting meetings to give direction to the café and cart including menu, budgeting, daily flow, training, community development efforts, staffing, the physical space and future directions of the organization. There could also be opportunities to include additional operations/administration/community development/off-site sales at farmers markets or marketing components based on interest and qualifications.

Estimated Hrs: Possible options include Part-time at 15-35hrs/week to Full-time at 36-40hrs/week based on a mutually agreed upon contract.

Responsible to: SSCC's Director of Operations

Required Skills & Abilities:

- Ability to work independently
- Ability to multi-task and work in a fast-paced environment
- Can organize time and tasks
- Clear communication
- Works well on a team
- Leads others effectively
- Leadership experience
- Food service, hospitality or retail experience
- Money management
- Clearly communicate a working knowledge of coffee to guests when asked (including farm to cup, brewing techniques and roasting basics) (preferred, but can be taught)
- Barista experience (preferred, but can be taught)
- Compassionate and passionate about hospitality and caring for guests and the community
- Enjoys engaging with people
- Teachable

Responsibilities:

- 1) Oversee a staff team of 1-3 baristas working to serve the guests of SSCC.
- 2) Work alongside the baristas to prepare food and drinks for the guests of SSCC.
- 3) Prepare food for sales, and ensure all front-of-the-house items are properly and neatly stocked.
- 4) Manage the flow of finances to and from the office safe, as well as to and from the local bank, when needed.
- 5) Work with baristas to keep all areas of the shop clean and orderly.
- 6) Track and record all received shipments, ensuring they are properly stocked and labeled.
- 7) Intentionally work as a mentor to younger staff to help them grow in who they are and positively impact how they will care for communities into their future.
- 8) Intentionally bring perspective of over-all well-being of the business and the longevity of its work and mission in the community.
- 9) Engage socially and build relationships with SSCC guests.
- 10) Participate in HUB Oversight Team Meetings.
- 11) Participate in HUB All Staff meetings and training events.
- 12) (optionally) Participate on Standing Stone's Community Development Committee, and in Standing Stone's Community events.
- 13) Serve on the mobile espresso bar at off-site events (festivals, fairs, community gatherings) when requested.
- 14) Other duties as assigned.