JCafé Manager

Jewish for Good serves as the vibrant hub where everyone belongs, nourishing the roots of local Jewish life. We provide engaging opportunities that deepen Jewish connections, knowledge, and relations to Israel, services for helping those in need; programs that foster healthy living; and pathways for charitable giving. We are located in the Levin JCC at 1937 West Cornwallis Road, Durham, North Carolina, 27705.

Job Description

POSITION OVERVIEW:

The JCafé Manager is a fulltime, salaried exempt position and is responsible for managing the JCafé coffee bar and summer snack bar. This includes staff supervision, inventorying and purchasing, menu planning, food production, and overall administration of Café.

Manager level positions at Jewish for Good are members of the Professional Staff and serve as the face of their department; responsible for all day-to-day operations.

This role supervises the Café baristas and summer snack bar attendants. This position reports to our Chief Programs Officer.

RESPONSIBILITIES:

• Run the JCafe coffee bar and summer pool snack bar. (40%)
  ○ Hire, train, supervise, and schedule; fill in as needed
  ○ Determine menu/pricing
  ○ Keep area supplied on a daily basis
  ○ Establish sanitation procedures, train staff, and monitor compliance
  ○ With Welcome Desk Lead and Finance Director determine payment methods and tracking procedures for snack bar sales

• Oversee and coordinate all aspects of weekly challah and babka bake and other special orders relates to holidays. (40%)
  ○ Monitor order numbers
  ○ Communicate with bakers, customers, and community partners
  ○ Ensure proper support between Welcome Desk staff and volunteers for bagging
- Make sure labels and bagging supplies are ready each week

- Supervise other food production for special events such as Food Festival, Hanukkah Festival, Ignite, and Membership Appreciation Breakfast – working closely with baking team. (20%)

### Qualifications

**REQUIRED QUALIFICATIONS:**

- High School diploma or GED
- 2+ years’ experience in food service; of which 6+ months of this was in a food service management capacity
- 1+ years’ experience with staff supervision and scheduling
- Demonstrated ability to work within timelines and deadlines
- Ability to work some early mornings and weekends as needed

**PREFERRED QUALIFICATIONS:**

- Food Safe Certification

### Position Benefits

As a fulltime, salaried exempt employee this position is eligible for the following benefits:

- Paid time off – including vacation, sick, and floating holidays
- Health insurance (80% covered of employee’s policy)
- Access to elect dental, vision, life, and other insurances
- 403b
- Free All Inclusive Family Membership
- Discounts on programs and services
- Ongoing professional development aligned with career arch

### Jewish for Good’s Non-Discrimination Statement

Jewish for Good at the Levin JCC is an organization based on Jewish values. All Jewish for Good programs are open to anyone who wishes to participate, regardless of religious affiliation or background.

Jewish for Good does not discriminate on the basis of sex, sexual orientation, gender expression, age, race, ethnic origin, color, religion, nation origin, creed, marital status, disabled veteran status, or the presence of any sensory, mental, and/or physical disability that does not prevent the performance of the specific core tasks of this position.
APPLY ONLINE
www.jewishforgood.org/our-team

QUESTIONS?
Contact Jill Madsen, CEO
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