

POSITION TITLE: Manager **DATE:** 8/22/18
DEPARTMENT/DIVISION: Cafe **APPROVED BY:**
REPORTS TO: Owner **CLASSIFICATION:** Part-time

FUNCTION:

The purpose of the manager is to help manage the employees and business, as well as fill customer orders. The manager learns the operation of all the equipment used in fulfilling our customer’s orders. This includes brewing, making tea, making smoothies, cutting cakes, and taking payments and entering transactions in POS system. This is a part-time, shift position. The shifts vary from 5 to 6 hours in either the morning or afternoon between the hours of 6:00 am and 6:00 pm, 7 days a week.

RESPONSIBILITIES:

- Learning all aspects of the cafe
- Selling the café products by using an iPad and Square to complete the transaction
- Perform other duties as required, such as cleaning the cafe before and after café daily operations and keeping the work area clean
- Solving problems as the arise, not only with the equipment but also with the people

RELATIONSHIPS: The manager position is an internal position. The manager will interact almost entirely with the owner of the business as well as the employees of the cafe. The manager will also interact directly with customers in fulfilling their order.

SUPERVISION: The manager will supervise the café wait staff.

KNOWLEDGE, SKILLS AND EXPERIENCE REQUIRED:

- Management
- Supervision
- Working with people with disabilities
- Operating equipment
- Cutting cakes and pies
- Packaging
- Cleaning equipment
- Able to understand and follow directions
- Know how to use an iPad
- Prior experience is not required, but is preferred

QUALIFICATIONS:

- Hardworking
- Able to lead others
- Dependable
- Willing to learn new things
- Able to communicate with the owner and other employees
- A people person
- A problem-solver
- A teacher or trainer

PROGRESSION: This position does not necessarily prepare the incumbent for a specific position of increased responsibility.

WORKING CONDITIONS

Frequent standing, talking, listening, hearing, speaking and mental concentration necessary; use of hands to finger, handle, feel or operate objects, tools, or controls and reach with hands and arms; specific vision requirements include close vision, color vision and the ability to adjust focus. Must be able to communicate and be understood clearly. May be required to lift or move packages, containers or supplies of up to 15 pounds.

(This job description does not constitute an employment agreement between the employer and employee. It is used as a guide for personnel actions and is subject to change by the employer as the needs of the employer and requirements of the job change.)

DISCLAIMER

Management reserves the right to add, modify, change or rescind work assignments as needed. The essential functions or duties listed above are intended only as illustration of the various types of work that may be performed and are representative of those that must be met by an employee to successfully perform the essential functions of the job. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

PHYSICAL DEMANDS: Physical requirements of the position are listed below.

FREQUENCY RATING: Frequently - 33 to 65% of time

SECTION 1. PHYSICAL ACTIVITY OF THIS POSITION

- Climbing, balancing. Ascending or descending ladders, stairs, scaffolding, ramps, poles and the like, using feet and legs and/or hands and arms. Bodily agility is emphasized. Maintaining body equilibrium to prevent falling and walking, standing or crouching on narrow, slipper, or erratically moving surfaces. **Rarely**
- Stooping, kneeling, crouching, and crawling. Bending body downward and forward by bending spine at the waist. Bending legs at knee to come to a rest on knee or knees. Bending the body

downward and forward by bending leg and spine. Moving about on hands and knees or hands and feet. **Occasionally**

- Reaching. Extending hand(s) and arm(s) in any direction. **Frequently**
- Standing. Particularly for sustained period of time. **Frequently**
- Walking. Moving about on foot to accomplish tasks, particularly for long distances or moving from one work site to another. **Frequently**
- Pushing, pulling, lifting, and carrying. Using upper extremities to press against something with steady force in order to thrust forward, downward or outward. Using upper extremities to exert force in order to draw, haul or tug objects in a sustained motion. Raising objects from a lower to higher position or moving objects horizontally from position-to-position. **Frequently**

Distance in feet 10-20 Weight in pounds 20-30

- Fingering, grasping, feeling. Picking, pinching, typing or otherwise working, primarily with fingers rather than with the whole hand as in handling. Applying pressure to an object with the fingers and palm. Perceiving attributes of objects, such as size, shape, temperature or texture by touching with skin, particularly that of fingertips. **Frequently**
- Talking, hearing. Expressing or exchanging ideas by means of the spoken word. Those activities in which they must convey detailed or important spoken instructions to other employees accurately, loudly, or quickly. Perceiving the nature of sounds at normal speaking levels with or without correction. Ability to receive detailed information through oral communication, and to make the discriminations in sound. **Frequently**
- Sitting. With torso vertical, lower body resting with support. **Occasionally**
- Repetitive motion. Substantial movements of the wrists, hands, and/or fingers. **Frequently**

SECTION 2. PHYSICAL REQUIREMENTS OF THIS POSITION

- Light work. Exerting up to 20 pounds of force occasionally, and/or up to 10 pounds of force frequently, and/or a negligible amount of force constantly to move objects. If the use of arm and/or leg controls requires exertion of forces greater than that for sedentary work and the employee sits most of the time, the job is rated for light work.