

Church Out Serving

we love where we live



JOB POSTING

CAFE FRONT OF HOUSE MANAGER – RIVERSYDE 83

January 2023

Church Out Serving invites applications for the full-time position of Café Front of House Manager at Riversyde 83, our new, opening-soon, community foodhub in the heart of downtown Simcoe.

ROLE DESCRIPTION SUMMARY

The Café Front of House Manager will have a passion for coffee, culture and community, and will exercise that passion by attending to the day-to-day café operations at Riversyde 83. The Café Front of House Manager will embrace the heart of Church Out Serving, evidenced by having a strong alignment with our vision, mission and values.

WHO WE ARE

CHURCH OUT SERVING

Church Out Serving (COS) is a community-focused, faith-inspired charity, located in Simcoe, Ontario. (www.churchoutserving.org) Founded in 2010, Church Out Serving runs a variety of valued programs that link local resources with need, drawing together people who are committed to “loving our neighbours” in practical ways, and making a difference here where we live.

RIVERSYDE 83

Riversyde 83 is our newest project, one that we are most excited to launch. Located in Norfolk County which is known as Ontario’s Garden, our new local food hub will be a gathering place where food, friends, and well-being converge. Our vision is to bring our community together in a warm, welcoming and beautiful space, which will feature two kitchens; a residential-style teaching classroom and a commercial food preparation kitchen, along with a trendy café, food marketplace, and meeting rooms.

TASKS AND RESPONSIBILITIES

The Café Front of House Manager will be responsible for these tasks:

- Provide a warm, inclusive atmosphere with excellent customer engagement, service and product delivery
- Manage all customer facing activities of the café, including food and drink preparation and assembly, order taking, cash and food service
- Help to schedule, train and supervise café volunteer staff to ensure adherence to all food quality controls, safety and cleanliness protocols
- Maintain food safety procedures, café serving and seating area cleanliness (inside and patio), and café equipment
- Consult and coordinate with chef and other staff as it relates to food requirements, menus, volunteers, scheduling, orders, events, and other related tasks
- Manage budgets, expenses, sales to cash reconciliations and other operating reports
- Other duties as assigned



SKILLS AND EXPERIENCE

The Café Front of House Manager will have the following skills and experience:

- Dynamic leader with exceptional people skills, strong customer service orientation with demonstrated track record
- Passion for coffee, along with serving fresh, healthy, local foods
- Experience training teams of staff and volunteers (all ages and demographics), positive coaching style
- Able to work responsibly, efficiently, safely, and in a results oriented manner
- Proficient in budget and cashflow management
- Strong verbal communication and conflict resolution skills
- Flexibility to work evenings or weekends, if required

QUALIFICATIONS

The Café Front of House Manager will preferably have the following qualifications:

- Experience in culture setting; strong interest in people, community and connection
- Business management degree or equivalent experience
- Supervisory experience in a café or food service setting
- Barista skills are an asset, however training is available

OFFERING A COMPETITIVE SALARY

This position is being offered as a full time position, or as two part-time positions. Please indicate preference on your application.

START DATE: February 1, 2023

To apply, please submit resume with cover letter and two references to Eric Haverkamp, Board Chair, at churchoutserving@gmail.com.