

JOB DESCRIPTION

HIGH DESERT MUSEUM

POSITION

JOB TITLE:	Café Manager	DIRECT SUPPORTS:	Finance Department
DEPARTMENT:	Café	DIRECTLY SUPPORTS:	Café and Sometimes Events
CLASSIFICATION:	Salaried, regular full-time exempt	SALARY RANGE:	\$50,000 - \$55,000 per year DOE

JOB SUMMARY

The Café Manager oversees the museum’s food and beverage operations and leads the department’s service staff. Operations include the Museum-inspired, casual-service Rimrock Café and supports the Event Coordinator in providing catering and event service for private, corporate, wedding and internal events.

ESSENTIAL FUNCTIONS (in order of priority with the percentage of time spent on each)

60%	<p>Departmental Oversight</p> <ul style="list-style-type: none"> • <i>Maintains and executes the vision of the café that is inspired by and part of the High Desert Museum</i> • <i>Assists in preparing and managing annual department budgets</i> • <i>Ensures that external customers and vendors are aware of the essential need to respect the Museum facilities, exhibits, collections, staff, and wildlife</i> • <i>Develops a winter and summer menu that ensures cost-effective budget planning and logistical stability for staffing</i> • <i>Manages beverage program to include selection, inventory management and staff training.</i> • <i>Coordinates with Finance Department and the People and Culture Coach in hiring decisions.</i> • <i>Oversees department scheduling and monitors/approves employee paid time off and timesheets</i> • <i>Supports the Event Coordinator in planning and coordination of Museum internal and external events, including member openings, programs, lectures, and other gatherings</i> • <i>Ensures that staff have current OLCC Server Permits and Food Handlers cards</i> • <i>Trains staff to follow safe food handling practices in compliance with the Deschutes County Environmental Health Department</i>
35%	<p>Supervision</p> <ul style="list-style-type: none"> • <i>Oversees daily café operations, to include opening and closing manager duties</i> • <i>Provides support to the café team with daily operations, to include cashiering, daily food preparation, preparing/cooking customer orders, dining room maintenance, and general cleaning duties</i> • <i>Provides support to events with food preparation, delivery and presentation benefitting the Museum.</i> • <i>Trains new employees, and provides ongoing training for all café staff</i>
5%	<p>Additional Duties</p> <ul style="list-style-type: none"> • <i>Contribute to and support the Museum’s DEAI initiatives</i> • <i>Contributes to and supports the Museum’s AZA accreditation process</i> • <i>Assist with museum-wide events, such as Free Days, fundraising gala, etc.</i> • <i>Other duties as assigned</i>

QUALIFICATIONS

EDUCATION/ CERTIFICATIONS

- High School Diploma or GED
- Bachelor's Degree
- Current OLCC & Food Handler certification or willingness and ability to obtain

EXPERIENCE

- 5 years kitchen management

SKILLS/ ABILITIES

- Proficiency in Microsoft Outlook, Excel, and Word
- Ability to work flexible hours, including evenings, weekends, and holidays

PHYSICAL ELEMENTS

- Ability to stand for long periods and lift to 40 pounds

EQUIPMENT USE

- Use of commercial restaurant equipment and catering supplies

ACKNOWLEDGMENT

I acknowledge that I have read and understand the above job description in its entirety and am capable of performing all of the stated requirements.

Employee Name

Signature

Date