



## Job Descriptions

### Manager

- Ensure high level of customer service for both dining in and carryout orders.
- Resolve complaints regarding food quality, service or accommodations.
- Train all volunteers, interns and Core Team in various roles.
- Monitor work/hours for purposes of meeting community service credit.
- Coordinate workforce development with service organizations and Toward Independence (Xenia).
- Serve as cashier, balance drawer and make bank deposits.
- Drop off weekly (invoices, deposit slips, mail, guest checks, POS reports) at end of day on Friday. Or, make arrangements to meet at a central agreed upon location.
- Monitor and maintain compliance with health and fire regulations.
- Reports all needed repairs to Director then call appropriate vendors for repairs or services.
- Clean non-food preparation and dining areas and restrooms.
- Order non-food supplies and maintain inventory.
- Schedule hood cleaning and grease trap in compliance with inspection schedule.
- Implement new policies or activities to ensure continuing operations as set forth by Board of Directors.
- Implement Marketing Plan and Fundraising (at the register, with customers, work with Core Team).
- Promote awareness of mission, make connections, promote activities, and help with fundraising.
- Maintain social media posts: daily specials, Table Sponsors, God stories and special events.
- Develop a Core Team for assigned site and have monthly meeting.
- Create/maintain marketing material that is site specific with input/approval from Marketing Director.
- Coordinating "in house" after hours' events or large carry out events.
- Develop partnership with local businesses, and city officials with core team members.
- Monitor food and operations costs according to budget and target percentages.
- Manage volunteers, core team, interns, etc. and ensure all follow food standards and health code regulations at all times.
- Track shirt inventory and email Bookkeeper when needs replenished.
- Report hours worked to Bookkeeper every two weeks by Sunday evening.
- Coordinate volunteer and staff coverage for Community Meal (every Wednesday).
- Display a kind, servant's heart and attitude to guests, volunteers, staff, and board members.
- Must be able to perform scope of work within the 28 hours of allotted time each week. Plus, 4 additional hours paid twice a month when executing Community Meal.



## Job Descriptions

### Chef

- Oversee food preparation and prepare food.
- Clean and sanitize food prep area and kitchen.
- Ensure food is stored and cooked per regulations.
- Supervise cooks and dish room volunteers.
- Monitor food costs, order or shop for all items needed to produce menu.
- Maintain food prep areas, equipment and surfaces to ensure safe and sanitary food-handling practices.
- Ensure food standards and health code regulations are being followed.
- Submit temperature log to Manager weekly.
- Keep maintenance log; cleaning of compressor and vents to be completed every 6 months.
- Create menu items/daily specials that meet one bistro criteria.
- Shop for weekly menu items, including Community Meal.
- Create menu and prepare all food for Community Meal on Wednesday evenings.
- Execution (serve and clean-up) of all Community Meals.
- Assist in new menu planning with Director twice a year.
- Works closely, as a team, with all staff but ultimately reports to the Board of Directors.
- Report hours worked to Bookkeeper every two weeks by Sunday evening.
- Ticket times must be at 12-minutes per ticket or less.
- Support and follow direction from the Board of Directors with a pleasant attitude at all times.
- Display a kind, servant's heart and attitude to all guests, volunteers, staff, and board members.
- Must be able to perform scope of work within the 36 hours of allotted time each week. Plus, 4 additional hours paid twice a month when executing Community Meal.