

## **Legacy Coffee & Books**

### **Cafe Manager – Job Description**

Compensation: **tbd**  
Benefits: **PTO (Sick & Vacation)**  
FT/PT: **FT (30-40 hours/week)**  
Reports To: **President of the Board of Legacy Coffee & Books**

#### **PURPOSE OF ROLE—**

Oversee all daily operations, from staff management and inventory control to customer service and cash flow, ensuring smooth, profitable service while ensuring quality, cleanliness, and positive team culture in a fast-paced setting. Work closely with Direct Report to implement vision and direction and changes as needed to increase profitability.

#### **QUALIFICATIONS—**

- Bachelor's Degree (preferred) and an Oregon Food Handler's permit (required)
- 2+ years of experience in business management or related field preferred
- Experience in Human Resources or related field preferred
- Customer Service: Strong interpersonal skills, problem-solving, and a customer-centric approach.
- Organizational: Good multitasking, time management, and attention to detail.
- Industry Knowledge: Understanding of coffee, food safety, purchasing/inventory, and equipment (or the ability to learn it)
- Adaptability: Ability to work under pressure in a fast-paced environment.
- Ability to pass a criminal history background check

#### **RESPONSIBILITIES—**

- Leadership: Motivate, manage conflict, and lead by example.
- Staff Management: Recruit, schedule, and manage baristas; set work ethic. Train and oversee 1-2 assistant managers, delegating tasks and responsibility, working as a team to ensure smooth operations.
- Operations: Ensure open/close, manage daily workflow, ensure efficient service, maintain high cleanliness and sanitation standards.
- Customer Experience: Foster a positive atmosphere, resolve complaints, build loyalty
- Inventory & Supplies: Ensure the ordering of food, beverages, and supplies; manage deliveries, track inventory, minimize waste, ensure proper functioning and routine maintenance of all equipment.
- **Financials: Daily bookkeeping tasks (data entry, pay bills, bank reconciliations, and payroll), ensure cost control, manage cash, and identify ways to increase profitability.**  
- **If a candidate meets all requirements except this, we can be flexible on who handles this.**
- Menu & Marketing: Develop/update menus, suggest specials, potentially organize events, and contribute to local marketing, including website and social media.
- Train as a barista with current staff to serve as backup and ensure training continues to meet quality standards
- Other duties as assigned