

Job Title: Community Cafe Coordinator

Reports to: Executive Director



Position Purpose and Summary

The Community Cafe Coordinator duties and responsibilities include providing support to ensure efficient operation of Herb Kohler and Natalie Black Community Cafe Community Cafe. This position is onsite at the Cafe and will effectively communicate via phone, email, and in person ensuring that all specified duties are completed accurately and delivered with high quality and in a timely manner.

Duties and Responsibilities

General

- Provide leadership and direction for the Cafe operations
- Create and sustain a welcoming, safe environment for all clients, volunteers, and community members
- Provide excellent customer service support to clients and volunteers
- Carry out administrative duties such as filing, typing, copying, scanning, etc.
- Ensure Sheboygan County Warming Center policies and procedures remain current, appropriate, and enforced
- Ensure timely and accurate weekly reports

Volunteers

- Oversee all Cafe volunteers
- Recruit, train, supervise and communicate with volunteers
- Maintain volunteer contact lists

Administrative

- Answer and direct phone calls
- Reply to email, telephone or face-to-face enquiries within 24 hours
- Ability to exercise discretion, good judgement, and be respectful of confidential nature of clients and their information

Operations

- Conversations daily with others on food availability
- Create daily (weekly, monthly) menu
- Maintain food inventory by checking supply to determine inventory level and anticipating future needs
- Coordinate all food pickups from the food bank and restaurants that provide food.
- Coordinate daily logistics of Cafe organization and food service
- Oversee the daily making of the meals
- Oversee the organization and cleanliness of the Cafe
- Ensure the food cost is in line with restaurant standards
- Be knowledgeable in all areas of food safety

The above statements are not intended to encompass all functions and qualifications of the position. Rather, they are intended to provide a general framework of the requirements of the position. Job incumbents may be required to perform other functions not specifically addressed in this job description.

Qualifications

- Must possess basic computer skills and have the ability to read and comprehend instructions and follow direction
- Ability to effectively organize and supervise others; management of volunteers
- Organized and able to work well with multiple interruptions and fast-paced environment
- Must possess a high school diploma
- Must be punctual, conscientious, and dependable

Schedule: Monday through Friday, approximately 25 hours a week

Work Location: 623 Ontario Avenue, Sheboygan

All qualified applicants will receive consideration for employment without regard to age, race, color, religion, sex, sexual orientation, gender identity, national origin, disability or veteran status.