



## **Cafe Manager**

### **Naperville Park District**

**Contact Name:**  
**Contact E-mail:**  
**Contact Phone:**  
**Closing Date:**  
**Salary: \$20+ DOQ**

#### **Description:**

The Café Manager position is responsible for the day-to-day management and operation of the food and beverage services at the Riverwalk Café and Fort Hill Activity Center Café. This position is under the general supervision of the Superintendent of Facilities.

To be considered for this position, interested individuals must complete the online application accessible at [www.applitrack.com/napervilleparks/onlineapp/](http://www.applitrack.com/napervilleparks/onlineapp/). Materials submitted through mail, email, or fax will not be considered.

#### **Essential Duties and Responsibilities:**

1. Evaluate facility conditions and assist in the development, implementation, and review of facility operations.
2. Develop and recommend menu, pricing, selection and design. Prepare information for the District's program guides and website, assist Marketing Department in the design and development of flyers, posters, brochures, and email marketing materials and distribute appropriately.
3. Recruit, hire and supervise part-time staff. Coach and develop staff on an on-going basis. (i.e., communicate job expectations, provide training opportunities, provide continuous in-service training as necessary, administer appropriate praise and discipline).
4. Maintain and supervise all daily operations of the facilities.
5. Purchase products, supplies and materials. Develop strategies to maximize purchasing, and negotiate pricing with suppliers.
6. Maintain inventory of food and beverage supplies. Communicate and enforce inventory controls including spot checks on product counts.
7. Enforce sanitary practices for food handling, general cleanliness and maintenance of kitchen and dining areas.
8. Manage property and equipment (i.e., identify and purchase facility equipment and supplies, initiate work order requests and repairs, ensure appropriate levels of safety and cleanliness).
9. Coordinate facility schedules to ensure appropriate staffing and setup for all activities held at the Riverwalk Café and Fort Hill Activity Center Café, and for additional recreation programs, rentals, special events and meetings as requested.
10. Maintain records and prepare reports as requested.

11. Establish and maintain a positive working relationship with residents, customers, vendors, community partners and co-workers.
12. Follow district and departmental safety, personnel, and administrative policies, procedures and ordinances.
13. Adhere to City of Naperville, State of Illinois, Illinois Department of Public Health, and DuPage and Will County Health Department requirements.
14. Demonstrate and support park district customer service standards.
15. Maintain a proactive approach to safety and risk management. Participate in the creation, implementation and evaluation of sound risk management policies and procedures.
16. Report all accidents and incidents in a timely manner. Conduct timely accident investigations, complete accurate and timely accident and incident reports. Work collaboratively with the HR Department on claims. Prepare for and cooperate during the loss control review process and PDRMA field visits.
17. Assist with the development of the annual department/division budget and year-end projections as outlined in the annual budget calendar. Communicate budgetary requests as needed and continuously monitor budget performance throughout the year, adjusting for unexpected expenses or fluctuations in revenue as appropriate. Approve expenditures. Comply with District financial policies.

**Other Duties and Responsibilities:**

Work cooperatively with support Departments.

Ensure proper staff certifications and training to meet requirements of governing authorities.

**Knowledge, Skills, and Abilities:**

Demonstrate strong leadership skills.

Capacity to make decisions objectively based on customer service and fiscal constraint.

Demonstrate strong organizational skills with respect to administrative responsibilities, work distribution, attention to detail and thoroughness.

Ability to supervise, train and evaluate professional and technical personnel.

Knowledge and skill in budget preparation, financial management and fiscal control.

Working knowledge of basic computer software including Point of Sale systems.

Skill in the operation of food preparation and management.

Ability to communicate effectively, both written and orally.

**Education and Experience:**

Possession of, or ability to obtain, Illinois Food Service Sanitation Manager Certification within one (1) month of date of hire.

Possession of, or ability to obtain, Basset Certification within one (1) month of date of hire.

Minimum two (2) years of experience in food operations or related field.

**Special Considerations:**

Subject to both inside and outside environmental conditions.

Exposure to heat from appliances. Exposure to smoke, steam, cleaning chemicals, food and odors.

Subject to modified/flexible work schedule.

Ability to move from site to site.

Ability to lift or carry heavy weight (>50 lbs.) objects.

Ability to perform prolonged lifting, stooping, bending, twisting and climbing for extended periods of time.

Ability to sustain posture in a standing position for prolonged periods of time