The Center for Arts at the Armory is seeking a part-time Assistant Cafe Manager.

This is an hourly, part-time position (30 hours per week, negotiable). $17 per hour.

The ideal candidate for this position will be passionate about working in a vibrant and welcoming cafe environment that also hosts performances, events and art exhibitions. The Assistant Cafe Manager will support the Cafe Manager in realizing the Cafe's potential, and support other Cafe staff in realizing that vision.

Arts at the Armory is a community arts and cultural center in Somerville, MA that has been operating since 2009 in the historic Armory building. Our mission is to celebrate the rich artistic and multicultural community of Somerville. We host a broad range of performing arts activities (music, theater, dance, film, spoken word, poetry, etc.) as well as visual art exhibits and a variety of cultural and community events. We also offer educational arts and cultural programs for all ages, with a particular emphasis on programs for local youth. We host 750+ events a year.

Responsibilities

- Be dedicated to our mission as well as our partnerships with the community.
- Support the growth of the base of happy and loyal guests by establishing and maintaining service standards for all. Handle any customer questions and/or complaints as they arise in coordination with the Cafe Manager.
- Support other Cafe staff to ensure staff members are holding to our service standards. Address staff performance issues in coordination with the Cafe Manager.
- While on duty in the Cafe, perform the following functions: take orders and payment, prepare food and drink, do food prep, perform basic cleanup, be a point person for Cafe events, and ensure that the Cafe continues to be a vibrant and vital resource for the community.
- Prepare baked goods for the Cafe when needed.
- Help keep track of all inventory and enter it into the Square POS system.
- Help cover shifts when other staff members are unavailable.
- Be able to assist with the recycling on Tuesdays and Wednesdays when needed.
- Assist with the tracking of inventory and the completion of order lists using the systems put in place by the Cafe Manager.
- Assist with the training of new staff by demonstrating our procedures and providing them with feedback during training.
• Execute organizational tasks (and some cleaning tasks supported by custodial staff) as assigned by the Cafe or Operations manager.

• Open and close the Cafe when required.

Qualifications:

• Dedication to our mission as well as our partnerships with the community
• Experience in the restaurant industry
• Excellent skills in guest services
• Demonstrated communication and interpersonal skills
• Excellent organizational skills
• Experience in the arts a plus
• Commitment to minimizing environmental impact through recycling
• Have or be able to obtain ServSafe, Food Protection Manager, Allergen and CPR/Choke certifications that the Armory would pay for.

While performing the duties of this job, the employee may be required to stand, walk, sit, bend, stoop, kneel, crouch and/or crawl; use hands to operate objects, tools, and/or controls; reach with hands and arms; climb stairs; balance; see, talk and/or hear; taste and/or smell. The employee must occasionally lift and/or move up to 50 pounds.

The Center for Arts at the Armory is an Equal Opportunity Employer with a strong commitment to employing a diverse workforce reflective of the communities that we serve.

Please send a letter of interest and CV to cafe@artsatthearmory.org.