



CAFE MANAGER JOB DESCRIPTION

Nowhere Bookshop (San Antonio, TX), a new independent bookstore opened July 2021, is searching for a Cafe Manager to launch and run its coffee, wine and beer bar within the bookshop. Nowhere Bookshop is dedicated to creating a community of readers in San Antonio and is looking for a manager to curate and manage a cafe and bar program that complements our mission of connecting readers with books.

This is an exciting opportunity for a skilled food service manager to build a cafe program from the ground up - curating the menu, developing vendor relationships with a focus on local and independent vendors, establishing efficient systems and policies and procedures, hiring and training cafe staff, and working with the bookstore management team on programming and events that span the bookstore and bar program.

This position is full-time and requires availability on weekdays, occasional weeknights and weekends as well as the ability to work bar shifts as needed.

The Cafe Manager reports to the General Manager and is responsible for all aspects of the operation of the cafe, including:

- Inventory ordering and management, including the timely submission of invoices for payment.
- All HR needs for the cafe, including hiring, onboarding and training new barista/bartenders as well as any continued education for cafe staff.
- Scheduling all cafe shifts.
- All regulatory requirements for the cafe, including local and state licenses.
- Implementing systems for organization, cleanliness, storage, and general workflow for the cafe.
- Curating the cafe menu with an eye towards featuring local or independent drink and prepared food vendors where possible.
- Handling any maintenance or repair issues of bar and cafe equipment.

- Reporting on sales and expenses with an eye towards ensuring a profitable cafe program.

Qualified candidates will:

- Have a minimum of three years experience in food service management.
- Have coffee, wine and beer serving experience.
- Be approachable and professional and have a positive and inviting attitude towards Nowhere Bookshop's guests.
- Be comfortable working on a team and oriented towards problem-solving.
- Have a high level of organization and excellent time management skills.
- Be flexible and resilient in the light of changing realities and operations.
- Be able to remain calm under pressure.
- Have excellent communication skills both verbal and written.
- Have the ability to retain and reference information from multiple sources.
- Have the ability to prioritize tasks.
- Be punctual and reliable.
- Be able to stand and/or move around behind the bar during entire shifts when not working in office space.
- Be able to lift at least 35 pounds.

This is a salaried exempt position. Salary is negotiable based on experience.

Other Benefits:

- Bonuses based on cafe financial performance
- Earned Paid Time Off
- Paid Sick Leave
- QSEHRA (qualified small employer health reimbursement arrangement) - tax free reimbursements for medical expenses up to \$225/month
- Employee discount on cafe purchases and store merchandise
- Birthday Pay