

Job Description & Posting | Café Manager

Q Cafe is a non-profit 501(c)(3) neighborhood cafe in Seattle (Interbay/Ballard) featuring direct trade espresso and tea, live music, art, and community events. We proudly serve [Stumptown Coffee](#); support local artists and musicians through our art gallery and live music venue; host many groups through the rental of our space; host community events; help collect resources for the homeless community; and give back 10% of all cafe sales to local and global non-profit organizations.

The Q Café Manager's duties shall include:

- Oversees daily operations of Q Café. Which include:
 - Scheduling staff.
 - Daily/Weekly safe counts and recording.
 - Ordering supplies as needed.
 - Maintain quality control of the café.
 - Oversee the cleanliness of the café.
 - Monthly Tips.
 - Equipping Staff to do their job and assigns tasks.
 - Oversees barista staff. Maintaining communication with barista staff regularly.
 - Building the Café Business through relationships, advertisement, etc.
- Interview [w/ Executive Director] and train new baristas..
- Work with Live Music Coordinator to ensure consistent communication about events and shows. Provide support and feedback for the Live Music Director.
- Oversee marketing and advertising for Q Café. Help build traffic and business of Q Café.
- Cultivating relationships with groups that meet/rent/utilize Q Café space [work with Rental Coordinator]
- Communicate regularly with Rental Coordinator for future rentals. Schedule baristas for rental events.
- Establish new relationships with local churches, organizations and businesses.
- Work closely with Café staff and Q Café Advisory Board to provide a structure for growth and sustainability at Q Café. Help create Q Café budget. Weekly meeting with Staff and Bi-monthly with Advisory Board.
- Work closely with Finance Administrator to insure budget guidelines.
- Web Presence: Regularly update café website and blog with pertinent info regarding the café business.
- Ensure the proper cleanliness and maintenance of the equipment and space at Q.
- Full Time position will require manager working behind the espresso bar the majority of the time.

In addition to working with the Q Café Advisory Board, the café manager shall report directly to the Executive Director.

ADDITIONAL INFORMATION

Position Type: Half-Time or Full-time. Half-time = (20 hours/week) - Hourly Pay: \$12-15/depending on experience. Full Time: 28-30K inc. medical benefits/depending on experience.

Skills & Qualities: We are looking for an extremely hard working person who enjoys coffee, small business, non-profit enterprise, and helping build a community café that seeks to make a difference. You are or have:

- highly skilled in multi-tasking, able to implement goals aggressively and creatively
- able to receive instruction and able to lead others
- very strong organizational skills and pride yourself in productive and excellent work
- an ability to handle and follow through on day to day task and the big picture goals
- Strong relational skills required to lead barista staff and volunteers
- Strong computer skills: word processing, Publisher, PowerPoint, Blogging, etc.

Application Information

Position open until filled. Resume and cover letter can be submitted to the cafe until December 31, 2008. Email submissions preferred, advisory@qcafe.org.

More information about Q Cafe can be found on <http://qcafe.org>.

Contact Information

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