Notre Dame College, a Catholic institution in the tradition of the Sisters of Notre Dame, educates a diverse population for personal, professional, and global responsibility.

Position Title: Assistant Manager

Department: Falcon Café

Supervisor: Manager

Work Hours: 20-25 hours/week; Monday-Friday 10:00am to 2:00pm; occasional evenings and weekends

FLSA status: non-exempt/part-time

RESPONSIBILITIES

- Assist the manager in maintaining and managing the Falcon Café.
- Assist the manager in hiring, training and coaching a team of student employees.
- Be knowledgeable about coffee, tea, and drink preparation; food items; and spirit shop apparel.
- Hold the team accountable to prepare and serve beverage and food items consistently by adhering to all recipe standards.
- Lead by example in the areas of customer service and enthusiasm.
- Food prep, cleaning, stocking, inventory.
- Other duties as assigned.

QUALIFICATIONS

- Customer service focused and solution oriented.
- Enjoy working in a fast-paced environment and be a motivated leader.
- Be a hard worker – have a "time to lean is time to clean" mentality.
- Strong math, written and verbal communication skills.
- Proficiency in basic computer skills and accounting.
- Previous supervisory experience is helpful.

The above statements are intended to describe the general nature and level of the work being performed by people assigned to this work. This is not an exhaustive list of all duties and responsibilities. Notre Dame College reserves the right to amend and change responsibilities to meet business and organizational needs as necessary.

To be considered for this position please submit a cover letter and resume to careers@ndc.edu