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**June 2022**

## **Café Manager**

Fabulist is a new cafe that will nourish community, creativity and authenticity in the Seaport. Located in GrubStreet's newly opened Center for Creative Writing and next door to Porter Square Books, Fabulist is looking for an entrepreneurial General Manager to join our team as we launch this exciting new establishment.

Fabulist will offer a quality espresso program, simple delicious food, beer and wine. The cafe will serve the community of booklovers and writers affiliated with the center as well as the general public. The General Manager will be responsible for critical tasks in making this vision a reality, and will serve as the face of the cafe as we bring it into the world.

This is a full-time permanent position. This position reports to the cafe consultant and interfaces with the entire operations team. We encourage BIPOC (Black, Indigenous and people of color), LGBTQIA+, and other people historically underrepresented in management to apply.

Fabulist Cafe strives to dismantle every system, process, or structure that would discourage any person from working with us. We actively seek diversity, equity and inclusivity because the excellence of our work and the value of its impact depend on them. We strive to create an environment where the perspectives we bring to our work are valued as much as the work we produce.

### **Staffing**

- Participate in the selection, hiring and on-boarding of the initial cafe FOH staff, and lead that process once the cafe is open
- Ensure that all policies, procedures, standards, specifications, guidelines, and training programs are followed and completed on a timely basis.
- Schedule staff hours and assign duties.
- Perform food preparation and service tasks, such as cooking, clearing tables, and serving food and drinks.

## **Operations**

- Work with the cafe consultant to create operational systems, and take responsibility for the continual improvement of those systems once the cafe opens
- Ensure compliance with all federal, state, county and municipal regulations that pertain to health, safety and labor requirements of the restaurant, employees, and guests.
- Participate in regular meetings about the plans, financial status, and improvements to the cafe with the cafe consultant
- Order and purchase equipment and supplies.
- Arrange for equipment maintenance and repairs and coordinate with building operations for services as needed
- Take responsibility for licensing and permitting concerns, in coordination with cafe consultant

## **Financial Management**

- Control cash and other receipts by adhering to cash handling and reconciliation in accordance with cafe policies and procedures.
- Maintain food and equipment inventories, and keep inventory records.

## **Marketing and Events**

- Partner with GrubStreet staff and Porter Square Books to support events on the Writer's Stage
- Coordinate with GrubStreet and PSB marketing teams to offer discounts, specials, and other programming

## **Qualifications:**

- At least 2 years of experience managing a fast-paced cafe
- Creative problem-solver with excellent attention to detail
- Entrepreneurial spirit and lots of enthusiasm for the work
- Excellent sense of humor
- Team-first attitude with a passion for hospitality
- Must hold ServSafe Food Manager and TIPS certifications (or be willing to get certified immediately)
- Ability to move and carry objects weighing 25-50 lbs. with or without assistance
- Flexibility to work a variety of shifts as necessary, including nights and weekends
- Willingness to adapt as things change
- A love of words is a plus!

## Position Details

GrubStreet is an equal opportunity employer. We provide a competitive salary and benefits package and a dynamic, collaborative work environment. The salary range for this position is \$50,000-\$55,000 based on experience.

## CONTACT INFORMATION

Instructions: Please submit your resume and cover letter at this link:

<https://airtable.com/shr7iOIxjJZC4Foyp>. If you have trouble or have questions, please email [jobs@grubstreet.org](mailto:jobs@grubstreet.org) and put “Café Manager” in the subject line. Applications will be accepted and reviewed on a rolling basis. No phone calls, please.