

# Kenzie's Be Cafe

## BErista Inc./Kenzie's Be Cafe Job Description

Position Title: **Coach/Program Coordinator**

Reports to: **Executive Director**

Status: **Part-Time (15-25 Hours per week)**

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**Kenzie's Be Café Mission Statement:** BErista Inc. is a 501(c)(3) non-profit corporation that provides meaningful employment to people with intellectual and developmental disabilities. The first official program is Kenzie's Be Café located at 1103 Washington Ave., Grand Haven, MI 49417. While the coffee shop provides coffee, food and other services offered in a standard coffee house setting, the purpose of the café is to provide meaningful employment, job skills, and life skills training with the goal to help our BEristas find a different job in the community.

**Overall Function:** Kenzie's Be Café is seeking an energetic and motivated individual to assist with our job training program. This person would work alongside and with the support of our Manager and Executive Director to build and run the program. The program coordinator will be responsible for overseeing café operations, maintaining records and files, collecting and analyzing data, managing support staff, and helping with marketing efforts. Although job training will be the main function of this position, it also requires someone to take responsibility of the café when the Manager is absent. Some weekend hours will be required.

### Essential Overall Duties

- Build a formal on-going training program.
- Ensure that everyone is trained to run café equipment.
- Counsel team members, facilitate team member training efforts, conduct regular performance/goal reviews, and discipline team members, as necessary.
- Analyze and report data to Executive Director and Board of Directors to be used in grant applications as well as share progress with our donors and potential job sites.
- Partner with the store manager in creating a positive customer experience, product ordering, and general café operations and management.

### Requirements and skills

- High School diploma plus one (1) year experience in the food service industry OR any equivalent combination of education and experience. Work experience providing support to individuals with disabilities preferred
- Any combination of equivalent training and experience which provides desired knowledge, skills, and abilities.
- Have or be willing to obtain a food handler's license through Ottawa county.
- Must be able to work 7am-4pm, including Saturdays, and special events, as needed.
- Well-organized, detail-oriented and able to multi-task.
- Must have effective problem solving/decision making abilities.
- This position will require frequent standing. Must be able to lift up to 30lbs and frequently bend and twist from the waist.
- Must have excellent verbal and written English communication skills.

**Disclaimer:** The above statements are intended to describe the general nature and level of work being performed by employees within this position. They are not intended to be construed as an exhaustive list of responsibilities, duties, and skills required of the personnel so classified.

*No Discrimination. The objectives of BErista Inc., including the hiring of all staff shall be pursued without harassment, sexual or otherwise, or discrimination based upon gender, sex, marital status, age, race, color, national origin, ancestry, creed, religion, veteran status, political affiliation, or county of residence, or any protested status under law.*