

CAREER OPPORTUNITY

Title: Bridge Cafe Manager

FLSA: Exempt (Full-time)

Location: Breakthrough FamilyPlex 3219 W. Carroll Avenue Chicago, IL 60624

We Are Breakthrough Bridge Cafe

The Bridge Café connects the community by providing a tasty menu and comfortable space for friendships to begin and deepen, while supporting local young people chasing their dreams.

Position Summary

The Bridge Cafe is an organization in its start-up phase. We are seeking to hire a cafe manager with strong entrepreneurial skills who can lead an effort to rethink all aspects of the cafe including menu, promotions, pricing, staffing, and operations. We look to dramatically improve the performance of the cafe from both a social impact and financial perspective. This will be an exciting opportunity culminating in a "grand reopening" of the Bridge Cafe.

The Bridge Cafe Manager's responsibilities include, but are not limited to:

- Provide strategic and operational direction and oversight for the cafe (walk-in and catering businesses).
- Develop and implement social impact strategies that attract customers and foster connections in the neighborhood.
- Set and execute strategies that achieve the baseline financial goal of cash neutral operations.
- Lead efforts to effectively manage menu, pricing, and promotions.
- Manage human resources related to the cafe including hiring, onboarding and training, coaching and development, evaluation, and staff scheduling.
- Manage and execute the daily operations of the Cafe, including:
 - Customer experience
 - Quality, food safety, and cleanliness
 - Vendor relations, inventory levels, purchasing, and receiving
 - Waste control
 - Equipment/facility maintenance and repair.
- Complete daily, weekly, and monthly management reports related to cash controls and cafe performance.
- Participate in staff trainings and professional development.

Educational/Experience Requirements

Minimum of High School diploma or equivalent. At least two years of management experience, preferably in a food or retail environment. Must have valid Food Sanitation and Safety Certification, or obtain within 3 months.



402 N. St. Louis Ave. Chicago, IL 60624 PHONE: (773) 722-1144
FAX: (773) 722-1434 www.breakthrough.org

Compensation/Benefits

In exchange for the above, we offer competitive wages and a comprehensive benefit package including: paid time off, group health benefits, free fitness center membership, employee discounts and more.

To Apply

Send/email/fax cover letter and resume to:

Breakthrough Urban Ministries Attn: H.R.

402 N. St. Louis Avenue

Chicago, IL 60624

E: bcurry@breakthrough.org

Fax: (773) 722-1434

We regret that we cannot take phone calls regarding this position. Breakthrough is an Equal Opportunity Employer.

All qualified candidates will receive consideration without regard to race, color, sex, national origin, age, disability, marital status, veteran status, political affiliation, sexual orientation, or any other non-merit factors. If a reasonable accommodation is needed for any part of the application and hiring process, please contact us via the telephone number listed above. The decision on granting reasonable accommodation will be on a case-by-case basis.