



**Career Opportunity:**

**Title:** Catering/Cafe Assistant Manager

**FLSA:** Non-exempt (Part-time; up to 25 hours per week)

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

**We Are Breakthrough-Bridge Café:**

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 Catering/Cafe Assistant Manager's responsibilities includes but is not limited to:

Provide lead responsibility in the development and operation of the Bridge Catering business, including:

- Prepare meals for groups ranging in size from 10-100+
- Menu design (breakfast, lunch, dinner)
- Working with customers to develop catering orders that meet their needs
- Maintaining and ordering accurate inventories for meals
- As necessary, deliver catering orders

Perform the duties of a cafe assistant, including:

- Ability to open and close the café based on standard operating procedures
- Prepare and distribute food and beverage with an energetic and professional attitude
- Build customer relations that foster repeat business
- Provide training and coaching for café assistants
- Maintain a clean working environment in all areas of the café and kitchen
- Follow established standards for food safety and sanitation

**Educational/Experience Requirements:**

Minimum of a high school diploma or a GED; 1-3 years related catering experience; must have ability to cook for large groups up to 100 people; must have a basic knowledge of kitchen organization and utensil care; must have current Food Managers and Food Allergy Certificates.

Must be available for café mid-day shift and Sunday mornings. Must be available to work flexible hours as the catering business demands.

**Compensation/Benefits:**

In exchange for the above, we offer competitive wages and a benefit package that includes discounts for children enrolled in Breakthrough Youth Programs, free fitness center membership, and café employee discounts.



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

**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: [slyode@breakthrough.org](mailto:slyode@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.