

**Titan Café Manager (PT)**

Albany Technical College seeks a part-time manager for the Titan Café. He/she will be responsible for overseeing the overall operation of the Titan Cafe, including the implementation and enforcement of all restaurant standards in accordance with food safety guidelines, responsible for financial aspects of the restaurant, daily receipts, fixed assets, product inventory, ordering food and supplies, timely implementation of all marketing plans, ensuring great customer service, safe food quality, restaurant cleanliness, sanitation, and developing and mentoring associates. This position requires day and occasionally evening hours.

**Main Duties and Responsibilities:**

* Assist and work alongside crew members when needed.
* Estimate food consumption, place orders with suppliers, and schedule delivery of fresh food and beverages.
* Resolve customer complaints about food quality or service.
* Direct cleaning of kitchen and dining areas to maintain sanitation standards and keep appropriate records.
* Monitor actions of staff and customers to ensure that health and safety standards and regulations are obeyed.
* Maintain budget and monitor bookkeeping records.
* Use computer software to monitor inventory and perform other record-keeping tasks.
* Check the quality of deliveries of fresh food and baked goods.
* Meet with sales representatives to order supplies such as cooking utensils, cleaning items, etc.
* Arrange for maintenance and repair of equipment and other services.
* Total receipts and balance against sales, deposit receipts, and lock facility at end of day.
* Select or create successful menu items based on many considerations, and assign prices based on cost analysis.
* Recruit and oversee training for staff.
* Work with the Academic Dean to schedule work hours for staff.
* Monitor food preparation and methods.

**Minimum Qualifications:** Applicant MUST possess a high school diploma, have advance training and certification in food service preparation, nutrition and management \*AND\* have three (3) years of work related experience in preparing, cooking and serving a variety of foods in a commercial food service operation. Food service sanitation and safety certification required.

**Preferred Qualifications:** Applicant MUST possess an Associate Degree in Culinary Arts, Hospitality, business management, or a related field AND two years of management experience in a restaurant or related food service operations experience within the last five years.

**Skills:**

* Strong math, verbal, and written communication skills.
* Excellent communication and people skills
* Strong organizational skills
* Ability to work a flexible schedule based on department and store needs.
* Self-motivated and energetic.
* Ability to work under pressure.
* Able to work a flexible work schedule and meet business demands.
* Knowledge of managing the operations of a business, or group.
* Knowledge of advertising and selling products and services.
* Knowledge of providing special services to customers based on their needs.

**Physical Demands:** While performing the duties of this job, the employee is regularly required to stand for long periods of time, use hands and fingers, communicate verbally, and hear. The associate is frequently required to reach with hands and arms, climb, balance, taste, and smell. The associate is also occasionally required to walk, stoop, kneel, crouch, crawl, and either lift or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to focus. Hand and finger motion may be required for data entry purposes.

**Salary/Benefits:** *This position pays $25.00 per hour.**This is a part-time position and does not include benefits. Work hours will not exceed 29 per week, and the work schedule may include evening hours.*

**Application Deadline:** The position will remain open until filled. All application packets MUST be completed via the Online Job Center at <https://www.easyhrweb.com/JC_Albany/JobListings/JobListings.aspx> please click on Albany Tech Employment. **As a part of the application process, interested candidates shall be required to upload other documents including: a cover letter addressing qualifications, and a resume with complete work history including the names, addresses, and phone numbers of professional (work-related) references, copies of unofficial transcripts from colleges/universities and any related training certificates (see job center listing for more details).** **Incomplete submissions will not be considered.** For more information regarding this position or application instructions, please contact the Human Resources Office at 229-430-1702. All positions require a pre-employment criminal background investigation, education, and employer/professional reference checks. Some positions may additionally require a motor vehicle record search, credit history

check, and/or drug screen. All male applicants between the ages of 18 and 26 years of age must present proof of Selective Service Registration. Copies of all transcripts should be submitted at the time of application. Official transcripts are required upon employment. Albany Technical College is an equal opportunity employer and does not discriminate on the basis of race, color, creed, national or ethnic origin, gender, religion, disability, age, political affiliation or belief, genetic information, disabled veteran, veteran of the Vietnam Era, or citizenship status (except those special circumstances permitted or mandated by law).

***Note: Due to the volume of applications received, we are unable to personally contact each applicant.***

***If we are interested in scheduling an interview, a representative from our college will contact you***

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| **Title IX Coordinator:**  Trenna Marshall HR Coordinator  1704 South Slappey Blvd.  Albany, GA 31701  229.430.3619 | **Equal Opportunity Officer:**  Lola K. Edwards-Director of Human Resources  1704 South Slappey Blvd.  Albany, GA 31701  229.430.1702 | **Section 504 Coordinator:**  Regina Watts, Special Needs Coordinator,  1704 South Slappey Blvd.  Albany, GA 31701  229.430.2854 |