



Job Title: Bean's Café Program Assistant	Employment Status: Part Time / Full Time TBD
Department/Program: Bean's Cafe	FLSA Status: Exempt
Report to: Program Manager	Location: 3rd Avenue Anchorage, Alaska

Position Summary:

To manage administrative duties and paper flow requirements of Cafe; to provide support and a safe environment for the cafe each day, and provide assistance and support to the Program Managers.

Core Competencies:

- Assist in the implementation of data recording and reporting system, and entering data into such system;
- Record donations (cash / checks) on a daily basis, and forward to Admin;
- Assist in event reconciliation (catering);
- Assist in annual audit preparation (inventory);
- Maintain an orderly accounting filing system;
- Provide clerical and administrative support as requested;
- Responsible for learning and training regarding daily operations under the Program Manager;
- Inspect kitchen equipment, kitchen appliances & lighting, and work areas in order to ensure cleanliness, food safety and functional operation;
- Train to procure necessary equipment and food items to ensure continuous food service operations;
- In cases of emergencies or Program Managers' and Executive/Deputy Directors' absence(s), manage all kitchen and café staff in absence of Program Manager;
- Manage the safety of both employees and guests through effective building safety policies and procedures;
- Ensure that proper procedures in accordance to Beans Café policies are followed;
- Assist in training new employees;
- Responsible for communicating any property and building maintenance needs to Program Managers; and
- Other duties as assigned.

Skills & Abilities Required:

- Knowledge of (ServSafe) food safety and equipment for food handling safety and storage;
- Ability to work with a diverse population including, but not limited to: underprivileged adults, mental health issues, substance abuse issues, and domestic abuse issues;
- Possess strong leadership and management skills;



- Excellent communication and customer service skills, especially with multi-line phone system / etiquette;
- Demonstrates the ability to make reasonable and sound decisions;
- Demonstrates the ability to maintain a high degree of professional conduct at all times;
- Certified in food handler's certification program;
- Proficient in the use of Microsoft Outlook, and Windows;
- Position requires an Alaskan driver's license and clean driving record;
- Exemplary team player;
- Must be able to handle and resolve multiple issues under stress;
- Support those that need support;
- Loyal to the mission of Beans Café;

Reporting to this Position:

- Kitchen employees, including cooks, accountability, and assistants.
- Client Services coordinator and assistant.

Physical demands:

- Must be able to work in outdoor weather conditions (cold, rain, and wind), slippery floors, steam, hot water temperatures and surfaces;
- Using proper lifting techniques;
- Must be able to lift up to 50 pounds from the ground up;
- Must be able to climb stairs;
- Must be able to stand for long periods of time without needing assistance; and
- Manual dexterity sufficient to use hand and kitchen tools, office supplies, paint, or lift, etc.

Work environment:

Must be able to prioritize and demonstrate handling daily, demanding issues. Must be able to manage and work with client/volunteers in food service operations in order to provide a positive working relationship. Being flexible is a must.

Bean's Café, Inc. has various sites throughout Anchorage. The Children's Lunchbox is a program of Bean's Café and serves meals to children in safe community setting.

***NOTE:** Any description of work is a picture of the major responsibilities of a position at a given point in time. Jobs are dynamic and assignments/priorities may change. The primary purpose of this description is to outline and communicate key tasks and expectations for the position. This description does not imply or create a contractual relationship. Bean's Cafe is an at-will employer.*



I acknowledge I have reviewed the Program Assistant Job Description, and understand the position requirements, responsibilities, duties, skills, abilities, core competencies, physical demands and work environment(s). I understand that if I have questions in regards to this job description, I should direct them to my Manager or Deputy Director for further clarification.

Employee Name: _____

Employee Signature: _____

Date: _____