

Vacancy



**CANKDESKA CIKANA
COMMUNITY COLLEGE**

Spirit Lake Tribe

Position Title: Café Manager
Supervisor: Chief Financial Officer
Opening Date: October 22, 2021
Closing Date: Until Filled
Salary: DOQ

QUALIFICATIONS:

- High school diploma or equivalent with three years' experience. Prefer an associate's degree in business, food services, or a related field with two years of experience.
- Prefer Previous food café management experience.
- Prefer two or more years of supervisory experience.
- Excellent interpersonal skills & time management.
- Prefer CPR, First Aid, and AED certification or willing to pursue certifications.

SUMMARY OF JOB RESPONSIBILITIES:

- Oversee the daily operation of the College Café including a catering service.
- Plans healthy breakfast, lunch, and catering service menus; knowledge of or willing to learn USDA menu guidelines.
- Provides supervision of Café staff and sets work schedules.
- Ensures that the café is compliant with the North Dakota State & Spirit Lake health codes and sanitation standards.
- Ensures exceptional customer service.
- Responsible for finances and budget including; accounts payable & receivable, cash and credit card reconciliations, and cashier till.
- Responsible for inventory control; execute orders, shipping and receiving of supplies.
- Minimizes controllable expenses and maximize sales and profits.
- Participates in college training and/or in-services. Must successfully pass Food Handler Certification within 30 days of hire and successfully recertify as required.
- Daily reconciliation of the cash register.
- Daily reconciliation of the employee meal tickets and credit card sales.
- Participate in increasing knowledge of Dakota culture and language.
- Other duties as assigned.

Appointment will be subject to the applicant's successful completion of a satisfactory criminal background check and drug screening. CCCC gives preference to qualified Native American's and Veterans in accordance with the Spirit Lake Tribal Employment Rights Ordinance (TERO). CCCC is an EEOC Employer.

Contact: Human Resource Office 701-766-1309

Submit Resume/Application with supporting documents to sheri.diehl@littlehoop.edu

Visit our website www.littlehoop.edu for an online application

