



CHARTER SCHOOL

YouthBuild Philadelphia Charter School
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YouthBuild Cafe Manager and Instructor

Reports To: **Director of Workforce Development**

Supervisory Responsibilities: Business Administration Scholars - Customer Service Students

YouthBuild Philadelphia Charter School

Location: Philadelphia, Pennsylvania

Mission

YouthBuild Philadelphia Charter School's mission is to empower young adults (18-20 year-olds) to develop skills and connect to opportunities by fostering an environment of love, support, and respect for their whole person. Students graduate high school and successfully transition to college and career as critically conscious leaders, committed to positive change for themselves and their communities.

Vision

YouthBuild Philadelphia Charter School provides an outstanding alternative education that activates the capacity of all students to learn, achieve and grow. YBPCS will be recognized as a model of authentic experiential learning, not only among programs serving out-of-school youth, but also among all high-achieving schools and youth programs in the country.

High expectations, a nurturing climate, personalized culture and rigorous real world learning experiences ensures that graduates are poised for life-long learning and career advancement. It is our vision that YouthBuild graduates will emerge as highly accomplished, self-sufficient, self aware and socially conscious citizens. Graduates will be energized about their futures and build support networks for their personal, social and emotional health and well-being.

YouthBuild Philadelphia Charter School will maximize its capacity to engage each student's passion, tap into his or her individual potential and provide him or her with real opportunities for personal and professional transformation.

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Values

YBPCS' values are deeply held and come from a love of humanity and a perspective that views each student as a community asset. The programs three core values - **respect, excellence and perseverance** – are reinforced through all aspects of the program.

Impact Statement

Young people in Philadelphia who are disconnected will build skills and access resources and opportunities to achieve *economic stability* and *personal development*, and become *critically conscious* leaders within their communities.

Job Summary

The Cafe Manager and Instructor's core function is to provide oversight for the coffee shop which includes training students in running the coffee shop, daily operations, and supervision of two or more part time youth interns. This individual provides skill development specific to the coffee and customer service industry while incorporating transferable 21st century skills to increase students' preparation for success in their college and career aspirations.

Daily Schedule: The Cafe Manager & Instructor will work Monday - Friday, 6:30 a.m. - 2:30 p.m. Some evenings and weekends may be required for school and cafe related special events.

Responsibilities and Duties

In addition to the school wide expectations for all YouthBuild employees, the core responsibilities of the building trades instructor focus on the following categories: Skill Development, Student Support, and Cafe Operations.

Skill Development

- Provides barista and customer service training and instruction to students enrolled in the Business Administration Scholars (BAS) workforce training pathway through the academic year.
- Train students in ServSafe Food Handler and implementation of best food handling and sanitation practices in the café.
- Co-teach modules of the CSET training curriculum (working within the Business Administration Scholars vocational track)
- Keep a record of YouthBuild students in the training track, administering and maintaining their assessments. Accountability for student certification attainment will be a key performance measure for this position.
- Finding and effectively utilizing “teachable moments” as students gain on-the-job training in our training cafe
- *Patience* and the ability to problem-solve (over and over again) with young people as they build the skills they need to be successful as they go on to postsecondary education and customer facing positions after YouthBuild
- Incorporate lessons learned from professional development and coaching around literacy

strategies into unit plans.

- Support students with reflecting on community service as a significant component of the workforce development experience, thereby strengthening students' critical consciousness.
- Meet weekly with students to assess and address their skill development in professional skills and report on this to the Director, Workforce Development

Student Support

- Utilizes restorative practices including elements like circling up at the start and end of each day and affective student reflections into the daily operations of the cafe and training program.
- Develop and maintain attendance tracking and accountability systems which will include leadership development of student managers
- Demonstrate an awareness of and respect for various social identities
- Oversee monitoring of students' time and grades on the construction site
- Adhere to all student behavior plans and IEP plans
- Collaborate with Specialized Services, Student Life, and Student Success Management to ensure that students are receiving high levels of support from Youthbuild staff during their workforce rotation.
- Collaborate with the Career Partnerships & Postsecondary Initiatives Department to help inform the need for specific internship opportunities for current students and pipeline for employment and continued education/training upon graduation

Cafe Operations

- Manages the daily operation of the cafe including but not limited to ordering supplies and equipment, equipment maintenance, establishing a training budget and reconciling invoicing, and leading students during special events requiring cafe service.
- Empowers students, student leaders, and youth interns to assume leadership responsibilities in the daily operations of the cafe.
- Coordinates and manages the cafe menu, marketing, and special events
- Collaborates with Human Resources in the hiring of two alumni interns on an annual basis.
- Supervises two alumni interns to ensure continued skill development and strengthened leadership responsibilities.

This job description in no way states or implies that these are the only duties to be performed by this employee.

Qualifications

All qualified candidates will receive consideration for employment without regard to their race, religion, ancestry, national origin, sex, sexual orientation, gender identity or expression, age, disability, marital status, medical condition, veteran status or any other basis as protected by federal, state, or local law.

YouthBuild Philadelphia requires the following qualifications for this position:

- 2-3 years of hospitality management, restaurant, café, or retail store experience is preferred
- Experience as a barista or working in the coffee shop industry
- Prior Career & Technical Education teaching in a high school setting is strongly preferred

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- Bachelor's Degree and/or considerable experience above the minimum requirements, plus industry certifications may be considered
- ServSafe Manager Certification and ServSafe Food Handler certifications are preferred. YouthBuild will provide an opportunity for the right candidate to receive these certifications.
- Strong communication and organization skills used in direct instruction, lesson plan development and coordinating student schedules

Priority consideration will be extended to candidates that can demonstrate experience in both the coffee and/or customer service industry and also in the teaching and/or workforce development sectors with young adults.

Physical Requirements

For teaching and demonstration purposes only, all candidates should be able to:

- Stand for long periods of time
- Lift, push, and pull up to 40 pounds
- Normal demands of a café work space

Common Competencies

- Mission driven to work with YB's student body
- Intermediate to advanced Microsoft Office skills
- Advanced Google Suite skills
- Demonstrated commitment to social justice
- Demonstrated values that align to restorative practices
- Willingness to prioritize data collection, analysis, and sharing
- Willingness to reflect on impact data and incorporate that information into routine decision-making
- Leadership, Management and Supervision Experience, Passion, and Ability

How to apply: Send your cover letter, resume and salary expectations via email to Human Resources at careers@youthbuildphilly.org with subject line "Cafe Manager & Instructor."

Note: If selected, you will be required to reproduce the following items on the first day of employment.

- *FBI - Criminal History Report*
- *PATCH - Pennsylvania Police Department - Criminal Background Check (and/or applicable based on State of residency)*
- *PA Child Abuse History Clearance*
- *TB Test Results*
- *Act 24 - Arrest Conviction Form*
- *NSOPW - National Sex Offender Clearance*

The HR Department will provide the selected candidate with additional details regarding clearances and other job requirements.