



Greenberry's at The Center Manager

Type of Position: Exempt, Full Time

About The Center at Belvedere

The Center is a nationally accredited, award-winning nonprofit that creates opportunities for healthy aging through social engagement, physical well-being, civic involvement, creativity, and lifelong learning. Its new home, The Center at Belvedere, is designed to be a modern, vibrant community hub.

We are committed to creating an environment that is welcoming, just, equitable, and inclusive, without biases or discrimination based on differences of any kind. We are looking for people to join us in this effort; the only healthy environment is one that reflects and respects the rich diversity of the communities we serve.

Position Description

Under the supervision of the Finance Director, the Manager is responsible for all aspects of managing Greenberry's at The Center. This includes providing direction and enthusiasm for developing the business as a popular local coffee shop and as a core resource and amenity for The Center at Belvedere.

Qualifications

- High school diploma or GED; Bachelor's degree or certification in business administration or business management is advantageous
- Two to three years of retail management or supervisory experience, preferably in the coffee industry
- Current food safety certification
- Proficiency with MS Word and Excel; familiarity with Revel POS a plus

Knowledge, Skills, and Abilities

- Empathy and affinity for working with older adults
- Strong leadership and interpersonal skills
- Effective communication skills
- Strong business acumen
- Excellent organizational and time management skills
- Sales ability
- Exceptional customer service skills
- Self-motivated and inspiring

Essential Responsibilities

- Developing an operational sales plan and overseeing the day-to-day operations of the shop consistent with Greenberry's corporate requirements
- Budget management and controls
- Maintaining inventory, ordering, and receiving product
- Ensuring operations meet health department licensure requirements for safety and sanitation
- Hiring, training, and managing staff, in coordination with Finance Director

- Working with marketing team to ensure information is accurately and effectively communicated through the website, social media, newsletter, collateral, and signage
- Cooperating with all staff to assure mutual success throughout The Center
- Adhering to the organization's Culture Document

Work Environment and Physical Demands

- Employee is regularly required to stand and must be able to move around the work environment.
- Employee is regularly required to lift up to 50 pounds to perform duties
- Availability during operational hours (may include nights and weekends)
- Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.
- This position requires a physical presence.

Benefits

This position is full time with a benefits package that includes health and dental coverage, a generous 403(b) plan, vacation, sick leave, and national holidays.

To Apply

Please email your resume and a cover letter to jobs@thecentercville.org with "Greenberry's Manager" as the subject line. In your cover letter, please speak directly to your experience and your interest in working with Greenberry's at The Center.