

Position Name: Take 2 Café Lead
 Position Reports to: Take 2 Café Manager
 FLSA Status: Part-time/non-exempt
 Date Reviewed: December 2024

NATURE & SCOPE:

The Cafe Lead will assist in operating a restaurant serving as transitional work program, providing job training to women exiting the prison system.

BASIC FUNCTION & RESPONSIBILITIES:

In addition to the daily activities performed by a Take 2 employee, the Cafe Lead will perform the following:

- Assist in POS, line training and daily opening procedures.
- Support operations of the café on the cook line where needed.
- Assist with delivery, to go orders, and catering.
- Open or close Take 2 Cafe as necessary.
- Other duties as assigned.

JOB SPECIFICATIONS & REQUIREMENTS:

- High School diploma or equivalent required.
- Possess a valid Driver’s License.
- Cookline experience preferred.
- Ability to work in a team.
- Ability to work with diverse populations of people.
- Ability to travel locally if needed.
- Knowledge of the corrections system a plus.
- Effectively utilize a computer
- Effectively utilize a POS device

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an individual to successfully perform the essential functions. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this role, the individual is frequently required to talk, hear, stand, walk, sit, crawl, use hands to finger, handle or feel objects, tools, or controls, reach with hands and arms, climb, balance, taste and smell. The lifting requirement is up to 25 pounds. Specific vision abilities required by this job include close vision, color vision, peripheral vision, depth perception and the ability to adjust focus.

WORK ENVIRONMENT:

The employee will work in a public service-delivery environment. Hectic situations can occur in the public areas of the facility characteristic to working with both the general public and the client community and the related concerns and situations related to client personal challenges. Potential exists for volatile and unpredictable situations to occur. May experience exposure to strong odors such as soiled clothes and poor hygiene.

The qualifications, physical demands, and work environment described herein are representative of those an employee will encounter and must meet to successfully perform the essential functions of this job. Reasonable

accommodations may be made to enable individuals with disabilities to perform the essential functions. The requirements listed in this document are the minimum levels of knowledge, skills, or abilities. *This document does not create an employment contract, implied or otherwise, other than an "at will" relationship.*

The above noted job description is not intended to describe, in detail, the multitude of tasks that may be assigned but rather to give the associate a general sense of the responsibilities and expectations of his/her position. As the nature of business demands change, so, too, may the essential functions of this position.

I acknowledge that I have read and understand this job description.

Employee Signature

Date