

Assistant Cafe Leader

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Company: Blue Bottle Coffee

Location: United States

Category: other-general

About the job

A Blue Bottle Assistant Cafe Leader leads the team to consistently deliver great hospitality and coffee experiences, while ensuring accountability for cafe standards and business goals.

The Assistant Cafe Leader supports the Cafe Leader in managing ordering, inventory levels, and workflow to optimize the financial and operational success of their cafe. They are also invested in the training and development of their teammates and support a strong learning environment in the cafe, focusing on hospitality, product quality, and team development. To put it succinctly - they help bring out the best in their Team, their Guests, and their Business.

Our Assistant Cafe Leaders inspire our teams by living out our Guiding Principles—Welcome and Care for All, Raise the Bar, Build for Tomorrow, Simplify and Go, Grow Together—every day. They invite our team members, vendors, and guests to create community through coffee.

You are

A leader who loves coaching others and is patient and adaptive in helping learners of different styles and backgrounds succeed

Someone who raises the bar and sets a high standard for themselves and others

A superb communicator who imparts information effectively and delivers constructive feedback in a way that is effective and kind

Someone who demonstrates sound judgment and decision-making skills; faces difficult situations with an open and positive attitude toward problem solving

A collaborator who knows what obstacles to remove to simplify processes and get work accomplished; you stay nimble, communicate clearly, and show a bias towards action

Dedicated to your team and your guests—you understand and value empathy and use it to guide interactions on and off the job

Passionate about the planet and creating a sustainable future for our people, the company, and our planet.

Eligible to work in the United States and 18 years of age or older

You will

Partner closely with the Cafe Leader to launch and drive all cafe and company initiatives

Support all training, learning, and development activities for new and current team members

Partner with the Cafe Leader to review financial reporting, identifying and driving changes needed to improve financial performance and business sustainability

Place orders to keep optimal inventory levels of coffee, culinary items, and other supplies, ensuring that we are always able to meet the requests of our guests while minimizing waste

Communicate our company values for a sustainable future to team members and inspire them to help Blue Bottle achieve our company-wide sustainability goals

Lead your shift by ensuring the right people are in the right places and that the team is giving exceptional hospitality and executing every beverage and food item according to Blue Bottle standards

Guide completion of operational tasks and adherence to Blue Bottle standards and

safety guidelines

Provide timely and consistent feedback to your team to inspire continuous improvement in workflow, hospitality, and product quality

Prepare delicious beverages and food to quality standards

Promote a safe and respectful working environment

Uphold and follow all health, food safety, and safety guidelines

You have

1 year working in a leadership role or experience leading a team, with a strong preference for coffee, food, and beverage

Completed Blue Bottle's Barista Essentials training and validation program or will complete it within 90 days post-hire

Existing Food Safety Certification required for the state you will be working in and your specific role or will obtain it within 30 days post-hire

Familiarity with online collaboration and organization tools including Google Docs

A flexible schedule and are available to work mornings, evenings, weekends and holidays

Our Assistant Cafe Leader position is a dynamic one! Below we've mapped out the physical demands that are essential to the role:

Ability to stand and walk for long periods of time. You're on your feet the majority of the day, whether you are standing behind bar pulling shots or walking the cafe floor

Use of hands to reach, grip, turn and perform precision work. You're using your hands to operate beautiful espresso machines, pour delicious pour overs, and operate the register (among other responsibilities)

As needed squat, bend, twist and reach for items below waist level or above shoulders. For example, you may have to bend down or reach up to grab cups, lids and towels

Ability to lift, push/pull, carry and/or move up to 50 pounds. For example, you'll be handling bags of coffee beans, coffee kegs, crates of milk, tub of dishes and trash bins

As needed climb ladders, stairs, ramps and uneven floor and/or surfaces. For example, climb on a step stool to change menu slacks, go up and down stairs and ramps to storage areas

Ability to smell and taste. You're tasting and smelling coffee and food, helping ensure quality control for each cup and plate

Ability to listen and speak. You're listening and speaking with our guests to guide and create experiences

A few benefits we offer

Health, dental, and vision coverage for eligible employees starting on your first day

401(k) plan

Paid time off

Free drinks at any of our cafes

Discounts on any Blue Bottle food items and merchandise

Blue Bottle is an Equal Opportunity Employer. We value an open mind, dedication to work, and a collaborative spirit. We hire based on these qualities, a job's requirements, our business's needs, and an applicant's qualifications. We do not tolerate discrimination or harassment of any kind—in the hiring process or in the workplace.

We comply with the ADA and consider reasonable accommodation measures that may be necessary for eligible applicants/employees to perform essential functions.

We may refuse to hire relatives of present employees if doing so could result in actual or potential problems in supervision, security, safety, or morale, or if doing so could create conflicts of interest.

We will consider for employment qualified applicants with arrest and conviction records.

We participate in E-Verify. We will provide the federal government with employees' Form I-9 information to confirm authorization to work in the U.S. We will only use E-Verify once an employee has accepted a job offer and completed the Form I-9.

Blue Bottle requires that all of its team members are fully vaccinated (i.e., at least 14 days after the final dose of a Covid-19 vaccine) by the start of their first day of work, unless they qualify for an accommodation/exemption for medical, disability, or religious reasons.

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