



My Sister's Café Manager

My Sister's House began in 2000 as a public campaign to establish the organization as Sacramento's (in fact the Central Valley's) first agency to address battering in the Asian and Pacific Islander community. This included providing the development of a culturally appropriate safe haven. Its mission was and continues to be "to serve the needs of Asian and Pacific Islander women and children impacted by domestic violence by providing a culturally competent safe haven that empowers them to achieve a life of human dignity."

The Manager is hired by the Enterprise Manager and is directly accountable to the Enterprise Manager of My Sister's Café. A new, work training opportunity advancement position, the Manager will learn management duties as instructed by the Enterprise Manager at My Sister's Café. This person will have the following (but not limited to) responsibilities:

- Act with integrity, honesty, and knowledge that promotes the values and mission of My Sister's House
- Maintain regular and consistent attendance and punctuality
- Prepare quality beverage and food products consistently for all customers by adhering to all recipe and presentation standards
- Assist in the training of Customer Assistant Trainees in the café
- Maintain a calm demeanor, especially during high volume periods or unusual events to keep café operating and set a positive example for the shift team
- Anticipate customer and store needs by constantly evaluating environment and customer cues
- Follow health, safety, and sanitation guidelines
- Follow My Sister's Café's Policies and Procedures
- Maintain a clean and organized workspace to ensure that others will be able to work safely and effectively
- Communicate information to manager so that team can respond as necessary to day to day functions
- Other duties as assigned.

Qualifications and program requirements:

- Food Safety Manager Training Certification or demonstrated experience
- Prior participation in My Sister's Café Survivor Training Opportunity Program
- Ability to lift 40lbs with minimal assistance
- Excellent organizational skills, including the ability to maintain effective systems, identify and manage resources, and establish priorities
- Ability to manage multiple tasks simultaneously and efficiently with minimal supervision, meeting deadlines, and to work as part of a team.
- Ability to work effectively in a fast paced environment
- Ability to use a POS system
- Ability to obtain transportation to and from Café.
- Completion or enrollment in 40 hour shelter advocate training
- A strong commitment to supporting My Sister's House's mission and values.

Position: full-time – exempt position

Starting Salary:

Deadline to apply: On-going

To Apply: E-mail application materials to jobsmsh1@gmail.com OR

Mail resume and cover letter to:

My Sister's House

Attn: Executive Director

3053 Freeport Blvd #120, Sacramento, CA 95818