



## **Common Grounds Coffee House Products Manager Job Description**

The Common Grounds Products Manager oversees all aspects of selecting and ordering food items and supplies in Common Grounds.

This is a leadership position, ideal for someone with experience and interest in small business management. The Products Manager should be creative and observant in choosing menu items. A flexible schedule is important, as is the ability to take responsible initiative. We are looking for a highly motivated, detail-oriented, and responsible self starter. This is a non-work study position available to current students at EMU. Position reports to Common Grounds Staff Coordinator. Prior experience in food service or restaurant work is a plus.

### Specific Duties:

1. Purchase and order menu items and supplies to ensure adequate inventory, including catering supplies
2. Communicate with area vendors to establish good relations and prices
3. Maintain an organized and well-stocked storeroom
4. Pick up menu items and supplies from different area vendors when necessary
5. Oversee inventory and adjust quantities as necessary
6. Work with Finance Manager to maintain a functioning cost analysis system and set product prices
7. Communicate with Marketing and Events Manager to procure necessary catering supplies for catered events
8. Grind and arrange for delivery of bulk coffee for EMU departments

### General Duties:

1. Work 10-12 hours a week during the school year. Additional work before the beginning of each semester and over breaks will be necessary in order to guarantee product availability for opening day
2. Convene a weekly team meeting with assigned barista group
3. Attend weekly meetings with other Common Grounds Managers
4. Attend a weekly 1 on 1 with the Staff Supervisor
5. Follow, update and maintain a job manual specific to the position

### Preferred:

1. Previous work experience at Common Grounds as a barista
2. Be able to lift up to 20 pounds
3. Have your own vehicle
4. Comfortable with technology, adept at using Excel and Google Docs