



PARRISH ART MUSEUM

Job Title: Café and Catering Assistant Manager

Reports To: Retail Operations & Catering Manager

Status: Full-time / Non-Exempt / This position is expected to work special events and weekends

Compensation: \$26.50 per hour

May 2024

About the Role:

The Café & Catering Assistant Manager plays a pivotal role in ensuring the seamless operation of our on-site cafes and catering services. The Assistant Manager will be responsible for upholding the highest standards of service and safety while creating an exceptional dining experience for our esteemed museum patrons. This position offers a dynamic and multifaceted opportunity to leverage hospitality expertise in both food service and event catering within a prestigious cultural institution.

Job Summary:

Reporting directly to the Retail Operations & Catering Manager, the Café & Catering Assistant Manager is primarily responsible for supporting the café's and the catering operations and compliance with all relevant regulations (including liquor licensing, tips training, food prep, and others), and uphold the highest standards of service and safety. This includes assisting in food preparation, beverage catering services, managing inventory, executing transactions using a point-of-sale system, and maintaining a clean and welcoming customer environment.

Principal Duties and Responsibilities:

- **Beverage Catering:** Collaborate with the Retail Operations & Catering Manager in planning and executing catered events, ensuring strict adherence to all relevant liquor licensing regulations.
- **Food Preparation:** Meticulously organize and prepare food items, maintaining the highest levels of cleanliness and hygiene within the kitchen environment, adhering to all applicable health codes. Monitor and establish PAR levels, coordinating with the Retail Operations Manager to replenish supplies as needed.
- **Point-of-Sale Operations:** Efficiently process cash and credit card transactions using our point-of-sale system, ensuring accuracy and meticulous adherence to established cash handling procedures. Collaborate with the Retail Operations Manager to maintain a smooth and error-free transactional flow.
- **Customer Service:** Provide exceptional and attentive customer service to cafe patrons, ensuring a courteous and enjoyable dining experience. Maintain a pristine and welcoming front-of-house environment for our esteemed guests.
- **Proactive Approach:** Demonstrate initiative by identifying and completing tasks that contribute to the efficient operation of the cafes and special events.
- **Additional Duties:** Provide support to the Retail Operations Manager with additional tasks as assigned, including setting up for events, maintaining inventory control, and ensuring overall cafe functionality.

Qualifications

- A minimum of three (3) years of demonstrably successful experience within the hospitality sector, with a specific focus on food and beverage service.
- Possession of current and up-to-date food service and liquor and beverage catering permits and certificates (details will be specified).



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- A thorough understanding of, and unwavering commitment to upholding, all food and liquor service regulations and health code compliance standards.
- Proven ability to maintain a consistently high standard of cleanliness and safety within a fast-paced food service environment.
- Exceptional customer service skills, characterized by a friendly and approachable demeanor.
- Strong communication and collaboration abilities, fostering a positive and productive working environment.
- The capacity to work independently and as part of a cohesive team.
- Excellent time management skills and the ability to prioritize tasks effectively.
- A genuine passion for food and creating a welcoming environment that fosters a positive visitor experience.
- Assist with any other duties as requested by the Retail Operations Manager and/or Executive Director to support café operations and special events.
- Flexibility to work evenings, weekends, and special events as required.
- Experience with non-profit organizations is preferred.

This job description outlines the key responsibilities and qualifications required for the Café and Catering Assistant Manager position. The successful candidate will play an integral role in maintaining the café's operations and ensuring a positive experience for visitors and clients.

COMPENSATION: This position has a compensation range of \$45,000 to \$55,000. Full-Time employees are eligible for a comprehensive benefit package, including medical, dental, and vision coverage; 403-b retirement plan; staff museum membership and other applicable discounts and benefits.

WORKING CONDITIONS: Work will be performed in the Parrish Café, kitchen, and additionally in the Museum terraces, lobby, offices and in program spaces including the Museum galleries, studio and theater. The physical demands and work environment characteristics are representative of those an employee encounters while performing the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

ABOUT THE PARRISH ART MUSEUM: The Parrish Art Museum is a place to discover and connect with art and artists with a focus on the rich creative legacy of Eastern Long Island and its global impact on the art world. The Museum regularly presents temporary exhibitions, including new installations drawn from our world-class collection of more than 3,600 works; as well as special exhibitions that reconsider the work of a single artist or group exhibitions that explore compelling themes. The Parrish produces hundreds of public programs and offers a year-round schedule of inspiring education initiatives. Situated within one of the most concentrated creative communities in the United States, the Parrish Art Museum is a vital cultural presence on the East End of Long Island. It is the oldest cultural institution on the East End of Long Island. Founded in 1898 by Samuel L. Parrish in the Village of Southampton, the Museum opened its new Herzog & de Meuron designed facility in Water Mill in 2012, providing for expanded services in research, interpretation, collaboration, education, and interactive, multidisciplinary programming.

The Parrish Art Museum is an equal opportunity employer. The Museum is committed to a work environment that supports, inspires, and respects all individuals and we do not discriminate on the basis



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of race, color, religion, marital status, age, national origin, ancestry, physical or mental disability, medical condition, pregnancy, genetic information, gender, sexual orientation, gender identity or expression, military service status, or any other status protected under federal, state, or local law. Individuals of diverse backgrounds are strongly encouraged to apply. The Museum's offices are fully accessible.

To apply, please send a resume and cover letter; completed applications should be emailed to hr@parrishart.org.