

Job Description: *Line Cook/Assistant Manager*

Location: *Adamsville, RI* (a village of Little Compton, RI)

We're going to spruce up an old little convenient store and deli and turn it into a lively café and marketplace that features natural and organic foods, local products, and healthy meals. Art, music, and wifi will make a cozy, productive environment. In an ideal location, Simmons Café and Marketplace is poised to be a lively community hub.

Line Cook/Assistant Manager—responsible for designing menu, cooking, kitchen organization, and equipment cleanliness. Will work with Store Manager and Owners to ensure multi-level sustainability—in Product, People, Profit, and Planet. Full-time position, predominantly daytime hours, but must be able to work long days, and on evenings and weekends. Competitive salary, plus benefits.

Customer Service. Ensure quality customer service. Seek, and respond to, customer feedback.

Food Safety and Planning. Ensure sanitary practices for food handling, and cleanliness and maintenance of kitchen and dining areas. Comply with all health and safety regulations. Work to plan wisely, order accurately, minimize waste, track costs, and provide sustainable food sources.

Personnel. Help train new employees and delegate tasks. Help establish performance expectations, conduct reviews, and provide ongoing skills feedback and enhancement. Assist team as needed.

Financial. Manage café inventory purchases and help monitor all day-to-day transactions.

Education and Sustainability. Help choose healthy and local products and services and help develop educational materials for staff and customers on why these products are important.

Operational Responsibilities. Ensure store equipment and building is well maintained.

Food Prep. Prepare ready-to-order and pre-made foods, occasional dinners, and special orders. Be aware of dietary restrictions, such as allergies, and vegetarian/vegan.

Product Knowledge and Sourcing. Be knowledgeable about product quality. Find creative ways to reduce packaging waste and utilize reusable containers. Assist in local food and organic sourcing. Respond to feedback and adjust food and practices accordingly.

Preferred. Positive, creative, hard working individual who is ready for a good challenge.

Previous experience in cooking and management. Own laptop and have access to transportation. Reside within 15 miles of Little Compton, RI, or willing to relocate (3 bedroom rental house available). Has to work well both independently (able to stay busy all day) and as a team. Needs to have a sense of humor.

Please submit resume and cover letter to simmonscafemarket@gmail.com, or send to Simmons Café and Market, PO Box 192, Adamsville, RI 02801, no later than January 31st. Considered on a rolling basis. Please include your interest and/or experience working with environmental issues or sustainable business.