



Job Description

Position Title: Huckleberry Café Manager

Effective: 8/1/2026

Reports to: Assistant Food Service Director

Supervises: Huckleberry Café Staff

Status: Full-Time; Year-round; Exempt

Essential Functions: The Huckleberry Café Manager is high energy, enjoys working in a high-volume atmosphere, and works well under pressure, all while supporting and leading a team. This position is responsible for managing The Huckleberry Café, our coffee and snack bar located in the heart of Montreat. The manager is the ambassador for the café and is responsible for budget management, staffing, menu development, customer satisfaction, and engagement.

Essential Duties:

The essential duties are as follows:

- Manage and lead the staff of the Huckleberry Café through administrative duties such as hiring, training, and supervising staff; develop and refine departmental teamwork and cross training; develop and motivate employees
- Adhere to budgetary limitations; maintain and evolve systems for inventories, menus, food, and labor cost; maintain all costs within approved budget guidelines
- Responsible for the ordering of all supplies and products
- Monitor sales growth and cost control of the café against the budgeted expectation and historical performance to ensure that profit goals are met
- Work with supervisor in creating hours of operation, events, and new items
- Maintain a strong working relationship and open communication with the Assistant Food Service Director and Food Service Director.
- Maintain a safe working environment
- Be onsite to supervise and to staff café as needed; nights and weekends may be required
- Establish and maintain food safety and food handling procedures (ServSafe)
- Adhere to all Buncombe County health codes
- Maintain and orient staff to Workplace Hazardous Materials Information System (WHIMIS)
- Stay abreast of all food related allergies to best assist guests when ordering
- Inspect and maintain proper sanitation in all food service areas
- Responsible for building staff schedules and projected labor cost weekly/monthly and their compliance with budget

- Schedule inspections of all equipment, maintain inspection punch list, action plans, and follow-up documentation to ensure facilities are maintained to MRA standards of safety and quality
- Ensure that all MRA employee standards are upheld and maintained
- Other duties as assigned

Requirements:

To perform this role successfully, an individual must have prior experience achieving the requirements listed below. They represent required behaviors, essential knowledge, skills, and abilities.

- Minimum one year of restaurant/food and beverage management experience
- Minimum three years of restaurant/food and beverage experience
- Understanding of food cost, menu building, and food preparation
- Must be an independent worker that is motivated by sales goals
- A problem solver and a creative thinker
- ServSafe Certification or the ability to be certified
- A strong leader and manager of people
- Deep commitment to customer service and satisfaction
- An entrepreneurial mindset
- Able to work a flexible schedule including nights, weekends, and holidays.

Physical Requirements:

- Able to climb stairs, walk, and stand for extended periods of time and function in an active work setting with fluctuating temperatures
- Able to perform rapid, repetitive hand and wrist motions for tasks like serving, wiping, chopping, and stirring
- Able to bend, stretch, and lift materials weighing up to 50 lb.

Competencies:

- Work well independently and meet deadlines
- Communicate effectively
- Plan and prepare for assigned tasks
- Manage staff, offer constructive feedback, and provide direction
- Exhibit fine attention to detail
- Use critical thinking and resources to solve problems

Employee Signature: _____ Date: _____

Supervisor Signature: _____ Date: _____