

Café Sophie is a European style café opening October 1, 2021, in Gaithersburg at the Montgomery County Airpark. We will be open for breakfast and lunch only to start and we are looking for motivated, outgoing people to fill the following positions. We are a small café and will provide a fun and inviting atmosphere for those interested in applying. Please send resumes to cafesophie21@gmail.com.

Hours of operation: Sunday & Monday – 8:00 a.m. – 3:00 p.m., closed Tuesday, Wednesday thru Saturday – 8:00 a.m. – 3:00 p.m.

Café Cook

Responsibilities include but not limited to:

- Prepare meats, fish vegetables fruits and other ingredients
- Check food and ingredients for freshness
- Chop vegetables, prepare sauces and other food preparation
- Arrange and garnish dishes
- Good working knowledge with hot & cold food prep
- Clean up station and take care of leftover food
- Ensure kitchen area, equipment and utensils are cleaned
- Assist manager in keeping inventory stocked
- Able to utilize a flat top grill, commercial gas range and convention oven
- Able to operate a commercial grade meat slicer and knowledge of using other appliances

Requirements include:

- High School or GED
- Able to read documents and written instructions to understand sanitation requirements, safety rules, equipment operation and maintenance, policies, and standard operating procedures
- Serve-Safe Manager, Food Handler and Allergen Certifications (Montgomery County Maryland)
- Ability to work with Café Manager as well as servers and dishwashers
- Ability to stand for several hours
- Sound knowledge of food health and safety regulations
- Ability to lift 50lb or more, ability to stand for several hours
- Responsible and trustworthy
- Not required but European style cooking experience a plus

One full time position up to 36 hours per week - 3 week paid vacation leave and 5 sick days per year after 90 day introductory period

One part time position up to 18 hours per week 1 week paid vacation leave and 5 sick days per year after 90 day introductory period

Hourly pay range - \$17.00- \$20.00

Café Manager

Must be able to demonstrate exemplary management and leadership skills and ensure that the café staff carries out all duties efficiently and be able to provide excellent customer service.

Responsibilities include but not limited to:

- Assisting with recruiting, training, and supervising café staff
- Preparing weekly work schedules for staff and finding suitable replacements in cases of staff absence
- Ensuring that all café expenses are within budget and identifying ways to decrease operational costs
- Receiving delivered café supplies and verifying that the correct items and quantities have been delivered
- Taking inventory of café supplies and ordering new stock as needed
- Resolving customer complaints regarding food quality and customer service
- Suggesting new menu items based on customers' preferences and feedback

Requirements include:

- High school diploma or GED
- Able to read documents and written instructions to understand sanitation requirements, safety rules, equipment operation and maintenance, policies, and standard operating procedures
- Previous management in the hospitality industry a plus
- Serve-Safe Allergens, Food Manager and Food Handler Certification (Montgomery County Maryland)
- Sound knowledge of food health and safety regulations
- Organizational, communication, customer service and time management skills
- Responsible and trustworthy

One full time position salary up to 36 hours per week - 3 week paid vacation leave and 5 sick days per year after 90 day introductory period

Annual Salary Range - \$35,000 – \$40,000

One part time position hourly up to 18 hours per week – 1 week paid vacation leave and 5 sick days per year after 90 day introductory period

Hourly Pay Range - \$18.00 – \$20.00

Servers

Must be friendly, outgoing and able to communicate with customers. Must be able to effectively maintain high standards of cleanliness and sanitation in all areas to guarantee a comfortable and well-kept atmosphere.

Responsibilities include but not limited to:

- Prepare restaurant tables with special attention to sanitation and order
- Attend to customers upon entrance
- Present restaurant menus and help customers select food/beverages
- Describe menu items and daily features.
- Take and serve orders
- Answer questions or make recommendations for complementary products
- Deal with complaints or problems with a positive attitude
- Issue bills and accept payment

Requirements include:

- High school diploma or GED
- Able to read documents and written instructions to understand sanitation requirements, safety rules, equipment operation and maintenance, policies, and standard operating procedures
- Barista experience knowledge a plus
- Attention to cleanliness and safety
- Able to lift and carry up to 50 pounds
- Ability to perform essential functions to company standards with reasonable accommodation
- Ability to work in a high-volume, fast-paced work environment
- Skill and coordination at using hands to write, pour and carry several drinks, plates, and bowls at the same time
- Patience and customer-oriented approach, excellent people skills with a friendly attitude
- Responsible and trustworthy
- Safe Serve Food Handler and Allergen Certifications (Montgomery County Maryland)
- Previous experience with food service a plus

Three (3) part time positions available up to 28 hours per week – 1 week paid vacation leave and 5 sick days per year after 90 day introductory period

Hour pay range - \$6.00 - \$10.00 plus tips

Dishwasher

Must be able to effectively maintain high standards of cleanliness and sanitation in all areas to guarantee a comfortable and well-kept atmosphere.

Responsibilities include but not limited to:

- Keep the dish room sanitized and organized
- Restock flatware, plate ware and stemware to the designated area as needed
- Assist with putting product orders away and organizing storage and walk-ins
- Properly loading and unloading dishwasher
- Resupply chemicals required for sanitation operations.
- Sweep and mop all service areas and kitchens.
- Wipe down and sanitize all kitchen equipment.
- Restock towel dispensers and soap dispensers.
- Remove garbage from kitchen area.
- Clean mats and garbage pails.

Requirements:

- High School Diploma or GED
- Able to read documents and written instructions to understand sanitation requirements, safety rules, equipment operation and maintenance, policies, and standard operating procedures
- Ability to work weekends and possibly some holidays
- Dependable strong work ethic
- Thrive in a fast-paced team-oriented environment
- Familiar with loading and unloading dishwasher
- Familiar with proper use of three sink and the process
- Able to lift and carry up to 50 pounds
- Able to withstand temperatures up to 105 degrees
- Serve Safe Food Handler and Allergen Certification (Montgomery County Maryland)

Two part time positions available up to 21 hours per week - 1 week paid vacation leave and 5 sick days per year after 90 day introductory period

Hourly pay range - \$13.50 - \$15.00