



## F.A.R.M. Cafe Volunteer Coordinator Job Description

**Location:** F.A.R.M. Cafe, 617 W. King St. Boone NC, 28607

**Contact:** Elena Dalton, Executive Director: [elena@farmcafe.org](mailto:elena@farmcafe.org)

### Job Description:

The volunteer coordinator is primarily responsible for recruiting, training, supervising, and coordinating the scheduling of volunteers for daily cafe operations and auxiliary programming. They will supervise Front of House staff and volunteers in daily set-up, food service, and proper sanitation standards, and will be responsible for financial transactions during hours of service. This staff member will develop knowledge of all cafe positions and programs, and must be willing to represent FARM Cafe at occasional off-site events. This individual will be responsible for managing volunteer database software and communicating with individuals and groups about all aspects of volunteering with F.A.R.M. Cafe. The volunteer coordinator will serve as a public relations ambassador for the mission of the cafe, both as someone recognizably committed to the mission of the organization and one who shares the cafe's values of dignity, compassion, and respect for its diners, regardless of means.

### Qualifications:

- Self-motivated, organized
- Serv-Safe Certification or ability to acquire certification
- Ability to work effectively with a diverse population
- Strong verbal and communication skills
- Proficiency in Google Suite and social media sites
- Minimum of 2+ years restaurant experience required, management experience preferred
- Experience with database management and point of sale system preferred
- Reliable transportation

**Job Type:** Full-time, permanent salaried non-exempt position averaging 35-38 hours per week. Monday-Friday 8:30am-4:00pm with occasional nights and weekends required for off-site and fundraising events.

**Compensation:** \$40,000-\$44,000 per year commensurate with experience. Benefits include a matching 3% simple IRA after ninety day probationary period, two weeks (14 days) paid vacation per year, up to 10 PTO/sick days, paid holidays and a cell phone stipend of \$70 per month. Benefits also include a daily meal at FARM Cafe and a parking pass for downtown Boone.

**To apply:** Please send a professional resume, cover letter, and three employment references to [careers@farmcafe.org](mailto:careers@farmcafe.org) with the subject line: Volunteer Coordinator Position.

FARM Cafe provides equal employment opportunities to all employees and applicants for employment and prohibits discrimination or harassment of any type without regard to race, color, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state, or local laws.