



Café Assistant Manager

Bernheim Arboretum and Research Forest, a 16,000+ acre protected forest in Kentucky, about 25 miles south of Louisville, is seeking an individual who will successfully lead team members, optimize staff productivity, and manage Bernheim's catering program.

Bernheim is home to a 600-acre arboretum, designated as Kentucky's official arboretum. The natural landscape features 40+ miles of hiking trails and extensive natural areas managed for conservation and research purposes. Its woodlands, prairies, and wetlands make up the largest privately-owned forest in the Eastern United States dedicated to education and conservation. Bernheim is a privately owned not-for-profit, relying on donations and memberships, whose mission is to connect people with nature. Annually, over 350,000 people experience Bernheim through visits, educational programs, field trips, and Bernheim festivals.

Our café uses fresh, local ingredients for its menu and catering. While a background in sustainable food practices is preferred, it is not required. The desire to learn how to prepare and utilize fresh ingredients is a priority in this role. This individual is responsible for collaborating with the Guest Services Manager in the development of seasonal menus, maintaining a well-trained kitchen team, purchasing, and café vendor relations. Ultimately, the successful candidate leads by example and ensures our food-service operations run smoothly and guests have exemplary experiences.

This position requires candidates to represent Bernheim to our visitors in a welcoming and professional manner, promoting Bernheim's mission of connecting people with nature.

Essential Duties/Responsibilities:

- Plan and direct food preparation for Isaac's Café.
- Collaborate on new menu items and/or menu changes that meet quality standards.
- Estimate food requirements and food/labor costs.
- Perform administrative duties to keep the café running efficiently.
- Must participate in Manager on Duty responsibilities for the Guest Services team.
- Comply with nutrition and sanitation regulations and safety standards, while ensuring the highest standards for food quality.
- Maintain a positive and professional approach with coworkers and customers.
- Help achieve goals for sales, cost control, and profitability.
- Train and develop productive and service-oriented team members.
- All other duties as assigned.

Experience and Expectations

- 1-3 years' experience in related role.
- Clear communication skills, both verbal and written.
- Effective time management skills.
- Willingness to learn and adapt.
- Collaborative work ethic.
- Ability to work independently and as a team.
- Ability to adapt to the unexpected while still progressing toward core objectives.

Isaac W. Bernheim Foundation, Inc. dba Bernheim Arboretum and Research Forest
2499 Clermont Road | Clermont, KY | 40110
Bernheim.org



- Requires weekday as well as weekend and evening hours.
- Assistant Manager for the Café must have or obtain a Food Manager Training Certification.

To apply and for more information:

Please send all inquiries and resumes to: HR@bernheim.org.

This full-time, hourly position reports to the Guest Services Manager. Pay range: \$18-\$20/hr.

Competitive benefits package includes health/vision/dental insurance, retirement 403b match benefit and paid sick, holiday and vacation leave.

Bernheim Arboretum and Research Forest is proud to be an equal opportunity employer. We celebrate diversity and are committed to creating an inclusive environment for all employees. We recruit, employ, train, compensate, and promote without regard to race, color, national origin, creed, religion, sex, gender identity, sexual orientation, marital status, parental status, disability, age, veteran status, or any other status protected by law.