



Position Description **Full-Time Minuti Coffee Manager at Lone Star Flight Museum**

Organization Overview

Minuti Coffee is opening June 13, 2022, inside the Lone Star Flight Museum (LSFM) and will operate from 7:00am – 3:00pm Monday thru Friday and 10:00am-4:00pm on Saturdays. (closed on Sundays). LSFM is located at 11551 Aerospace Avenue, Houston, TX 77034.

The Lone Star Flight Museum (LSFM), a non-profit 501(c)3, opened its \$38 million facility at Ellington Airport in September 2017 after 27 years in Galveston, TX. With the belief aviation inspires achievement and endless possibilities, the museum serves to fulfill its mission to celebrate flight and achievements in Texas aviation history in an inspiring educational environment that meets the needs of students and visitors of all ages. Emphasizing the role of science, technology, engineering, and mathematics (STEM), LSFM's vision is to be a dynamic and interactive educational flight museum reaching the people of Texas as a recognized experience of choice.

Position Overview: The Minuti Coffee Manager at Lone Star Flight Museum will lead operations of the coffee shop. The manager will perform the same duties as associates with added managerial responsibilities.

Primary Responsibilities and Duties:

- Ensure proper staffing of the shop by scheduling associates and self accordingly.
- Monitor, order, and stock inventory to maintain appropriate levels.
- Prepare hot and cold drinks in accordance to customer needs.
- Maintain a clean and tidy work area
- Follow health and safety guideline
- Interact with customers regularly and professionally
- Demonstrate accuracy in sales transactions including cash handling, credit card processing and end of day register close out.
- Perform other duties as assigned by the Controller.
- Scheduled working hours must be flexible and available to work weekends.

Preferred Skills and Experience:

- Background in Customer Service or working with the public
- Experience managing staff in a retail or customer service environment
- Experience in monitoring, ordering, and stocking inventory
- Ability to clearly communicate, both verbally and in written form
- Professional presentation, friendly and welcoming demeanor
- Basic computer skills and comfort with financial transactions
- Ability to problem solve and think on your feet
- Ability to lift up to 50 pounds
- The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions for this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Status: Full Time/Non-Exempt/Hourly/Reports to the Controller.

The Lone Star Flight Museum is an equal opportunity employer.

To apply, please send a cover letter and resume to Dallas.Bean@lonestarflight.org.