General Manager

Summary

Purple Tree Cafe is a 501(c)(3) nonprofit bakery and coffee shop that provides meaningful, community-based employment opportunities and job readiness training to people with disabilities in Davis and Sacramento. We sell vegan baked goods and organic drinks at the Davis Farmers Market and other community events in Davis. We also operate a brick-and-mortar coffee shop at the UC Davis MIND Institute in Sacramento and offer limited catering services.

Every Purple Tree employee gains paid work experience as a baker, cashier, and server in a supportive, inclusive environment. We also offer job readiness workshops and one-on-one coaching to interested employees off-the-clock. Our goal is to provide employees with the workplace skills, confidence, and practical tools necessary to succeed in the competitive labor market following their employment at Purple Tree.

The General Manager is responsible for overseeing Purple Tree's day-to-day business operations across all worksites. This includes supervising operational staff, maintaining high standards for food quality, customer service, safety, and regulatory compliance, and ensuring our bakery, café, catering, and farmers market operations run efficiently and effectively. Ensuring employees with disabilities are having the best possible learning and work experience throughout their employment will be paramount.

Working in partnership with the Executive Director and Board of Directors, the General Manager helps implement the organization's strategic priorities while focusing primarily on business operations. This is an excellent opportunity for someone who enjoys improving systems, developing staff, solving operational challenges, and helping a mission-driven organization grow its overall impact.

Compensation: $24.00/hour

Reports To: Purple Tree Board of Directors

Hours: Flexible, part-time, 10-20 hours per week to start between Davis and Sacramento

Worksites

- Davis Farmers Market, 301 C St, Davis, CA
- Davis Community Church, 412 C Street, Davis, CA
- UC Davis MIND Institute, 2825 50th Street, Sacramento, CA

Responsibilities

Business Operations

- Oversee day-to-day operations of the cafe, bakery, farmers market stand, and catering orders
- Hire, onboard, train, supervise, and evaluate all supervisory staff
- Ensure all frontline and supervisory employees complete progress evaluations for employees
- Manage payroll, scheduling, and timekeeping for all employees through Slack

- Maintain employment records for all employees
- Keep and track expenses and receipts in QuickBooks and/or Ramp
- Ensure excellent customer service and food quality at all Purple Tree locations
- Maintain compliance with all food safety, health, and permitting requirements
- Coordinate inventory, purchasing, and scheduling with the Baking Supervisor
- Manage labor and ingredient costs in accordance with approved budgets
- Oversee the maintenance of equipment and coordinate repairs for all worksites
- Develop and document operating procedures to improve consistency and efficiency
- Oversee expansion of our cafe menu to include breakfast and lunch items in 2026-2027
- Lead business marketing efforts with support from the Executive Director and Board of Directors
- Transport products between our Davis and Sacramento locations as needed
- Support supervisors in training employees with disabilities and creating meaningful work experiences throughout their employment

Organizational Leadership

- Attend all Board meetings (third Mondays @ 5:00-7:00pm) to provide regular updates on business operations and maintain regular meetings with the Executive Director
- Collaborate with the Board of Directors and Executive Director to implement organizational priorities and ensure compliance with grant funding and other nonprofit requirements
- Identify and implement operational improvements and business development opportunities that increase customer traffic, earned revenue, and long-term financial sustainability under the guidance and direction of the Board of Directors

Required Qualifications

- Food service management experience
- California Food Manager Certification
- Reliable vehicle, valid Driver's License, and insurance
- Strong written and verbal communication skills
- Strong organizational, problem-solving, and interpersonal skills
- Ability to manage multiple priorities, delegate responsibilities, and work independently
- Commitment to the mission and values of Purple Tree Cafe

Preferred Qualifications

- Small business experience
- Experience working with or supervising people with disabilities
- Experience working or volunteering for a 501(c)(3) nonprofit organization

Reasonable Accommodations

- We are committed to providing reasonable accommodations throughout the hiring process and employment. If you require an accommodation or have questions about accessibility, please contact Jason at Jason@PurpleTreeCafe.org.

To apply for this position, please email your resume to Jason@PurpleTreeCafe.org with the subject "General Manager Application"