

**ONEOTA COMMUNITY CO-OP
CAFÉ KITCHEN/COUNTER STAFF II
JOB DESCRIPTION**

Job Title: Café Kitchen/Counter Staff, Full-Time/part-time **Current as of:** 8/23/2016
Pay Grade: Level III **FLSA Classification:** Non-Exempt
Supervisor: Café Manager **Incumbent:**

Job Summary: The Café Kitchen/Counter Staff II position combines many aspects of the front counter and kitchen duties of the Café. This position will need to work closely with the cooks and the front counter staff as well as have an awareness of the grab-n-go needs and possible catering orders. This person is responsible for giving great customer service, making Panini, espresso, coffee, cold sandwiches, and other counter duties during the shift. In addition, there will be cook prep, sandwich bar prep, grab-n-go prep and other important “float” duties as directed by the Café Manager. Most importantly, you will ensure a positive Co-op image by providing courteous, friendly, and efficient customer service to customers and team members by using the (S)mile (E)ngage (T)hank you approach.

POSITION DESCRIPTION

Duties and Responsibilities:

(In order of importance, but not limited to these duties.)

1. Café Kitchen/Counter

- a.) Customer service, being available to customer needs
- b.) Making “made to order” sandwiches, espresso, sodas, etc. efficiently
- c.) Maintaining a full selection of brewed coffee throughout shift
- d.) Keeping a clean and sanitary work space at all times
- e.) Efficient recipe following and multi-tasking for high quality food production.
- f.) Completing production tasks in a timely manner
- g.) Operating various kitchen equipment with safety and proficiency.
- h.) Cleaning buffet line as needed.
- i.) Floating: Stocking Bakery Case, facing Grab-n-Go cooler, etc
- j.) Perform opening and/or closing duties
- k.) Perform daily cleaning/maintenance tasks
- l.) Record keeping using store POS system
- m.) Participation in regular staff meetings/trainings

2. Café Floater (Prep, Grab-n-go, Catering duties)

- a.) Stocking bakery case and receiving bakery product.
- b.) Maintaining the Grab-n-Go Cooler (facing, mark downs, cleaning)
- c.) Production work according to production schedule.
- d.) Maintaining a full selection of baked goods attractively presented.
- e.) Setting up/maintaining samples throughout shift.
- f.) Customer service, being available to customer needs.
- g.) Making “made to order” sandwiches, espresso, sodas, etc. efficiently.
- h.) Keeping a clean and sanitary work space at all times.
- i.) Efficient recipe following and multi-tasking for high quality food production.
- j.) Completing production tasks in a timely manner
- k.) Operating various kitchen equipment with safety and proficiency.

- l.) Perform opening and/or closing duties
- m.) Update signs attractively for the day

3. Other Duties

- a.) Other tasks as assigned by Café Manager, Café Counter Supervisor, and/or General Manager.

Qualifications:

Education:

- High School diploma desired

Experience:

- 1-2 years kitchen experience as line cook or prep cook.
- Customer service experience desired but not crucial.

Skills and Abilities:

- Organizational skills and multi-tasking is highly important.
- Basic knowledge of natural foods and interest in learning more.
- Basic Knife skills.
- Attention to detail
- Self motivated and results driven.
- Flexibility: Ability to work weekends and evening hours
- Basic computer skills and knowledge (Internet, Gmail, Word, Exel)
- Great interpersonal communication skills / team player

Physical Demands/Working Conditions:

- Need to be on feet the majority of the work day.
- Repetitive motion involved.
- Ability to lift up to 50 lbs.
- Ability to use a knife and other sharp equipment.
- Ability to bend, squat, reach on an occasional basis.

(The job description does not constitute a written or implied contract of employment. Oneota Community Food Co-op reserves the right to revise or change job duties and responsibilities as the need arises. Requirements are representative of minimum levels of knowledge, skills, and experience required.)

Job Description Approved By:

General Manager

Date

Job Description Received By:

Employee's Signature

Date