



## Barista

### **Job Summary:**

The Barista will prepare and serve specialty coffee, teas, other beverages, and select food items to patrons. The Barista will also perform routine tasks necessary to prepare cold/hot food items, salads, and ingredients for more complex breakfast and lunch dishes.

### ***Supervisory Responsibilities:***

- None.

### ***Duties/Responsibilities:***

- Prepares and serves hot and cold beverages, such as coffee, blended coffee, and tea, to patrons; correctly customizes orders as requested.
- Describes product details to customers.
- Receives and processes customer payments.
- Prepares and serves foods and baked goods including oatmeal, sandwiches, waffles, muffins, or bagels.
- Prepares vegetables to be used as condiments.
- Ensures customer service stations are properly stocked with paper products or beverage preparation items.
- Cleans and sanitizes all equipment, utensils, dishes, and work areas.
- Cleans and sanitizes service and seating areas.
- Ensures proper functioning of freezers, refrigerators, and heating by routinely checking temperatures in that equipment.
- Stocks supplies or retail products; may inventory, order, or receive products as directed.
- Performs other related duties as assigned.

### ***Required Skills/Abilities:***

- Excellent verbal and written communication skills.
- Ability to follow all safe food handling procedures and sanitation practices.
- Good memory to manage multiple orders simultaneously and recall faces, names, and preferences of frequent patrons.
- Ability to serve customers quickly, efficiently, and kindly.

### ***Education and Experience:***

- Must successfully complete training in food preparation, food service skills, and customer service procedures.

### ***Physical Requirements:***

- Must be able to lift up to 15 pounds at times. Prolonged periods of standing.
- Must be available to work early mornings, evenings, weekends, and holidays.