

JOB DESCRIPTION

HIGH DESERT MUSEUM

POSITION

JOB TITLE:	Café & Events Associate	DIRECT SUPPORTS:	Café and Events Manager
DEPARTMENT:	Café & Events	DIRECTLY SUPPORTS:	N/A
CLASSIFICATION:	Hourly, Part time nonexempt	SALARY RANGE:	\$20.00 an hour plus tips

JOB SUMMARY

The Café & Events Associate is responsible for greeting customers in the cafe, cooking food based on orders, cashiering, helping bus tables, some dishwashing, receiving and checking in product, and cleaning as needed in accordance with all Health & Safety Standards. Evenings and weekends may be required.

ESSENTIAL FUNCTIONS (in order of priority with the percentage of time spent on each)

95%	<p>Café & Events Operations</p> <ul style="list-style-type: none"> • Perform daily café cashiering, ensuring security of cash throughout each business day • Prepare and cook food based on menu selection and daily specials • Receive and check-in product as necessary • Follow proper food handling procedures, possess basic knowledge in the use and maintenance of various kitchen operations including but not limited to the grill, oven, microwave, etc. • Assist with bussing the tables, dishwashing and keeping the café clean and stocked • Properly store food at the end of the day in designated containers and storage areas to prevent spoilage, portion and wrap the food, or place it directly on plates for service to patrons • Support closing duties, including storing all reusable goods, breaking down goods, cleaning all equipment and areas, returning equipment to proper locations, restocking items, turning off lights, locking doors, and completing daily cleaning checklist • Comply with all Museum policies, procedures and safety regulations including strict adherence to all Health & Safety Standards • Provide incredible customer service at every point of contact • Relay visitor comments, suggestions and requests to appropriate staff. Answer general museum questions as able, relaying others to appropriate staff or volunteers
5%	<p>Additional Duties</p> <ul style="list-style-type: none"> • This position is also responsible for supporting museum gift shop as needed. • Contribute to and support the Museum's DEAI initiatives • Assist with museum-wide events, such as Free Days, fundraising gala, etc. • Other duties as assigned

QUALIFICATIONS

EDUCATION/ CERTIFICATIONS	<ul style="list-style-type: none"> • Food Handler card
EXPERIENCE	<ul style="list-style-type: none"> • Previous experience working cash register • Experience or willingness to learn cooking skills
SKILLS/ ABILITIES	<ul style="list-style-type: none"> • Demonstrate a commitment to excellence, customer service, integrity and teamwork • Ability to project a welcoming, cheerful attitude • Strong verbal communication skills • Excellent customer service skills

PHYSICAL
ELEMENTS
EQUIPMENT
USE

- Ability to work effectively with a diverse group of staff and volunteers
- Ability to work flexible hours and days including weekends
- Ability to stand for long periods and lift 40 pounds

- Grill, oven, and microwave use

ACKNOWLEDGMENT

I acknowledge that I have read and understand the above job description in its entirety and am capable of performing all of the stated requirements.

Employee Name

Signature

Date