

# JOB DESCRIPTION

# HIGH DESERT MUSEUM

## POSITION

<b>JOB TITLE:</b>	<b>Café Dishwasher – Full-Time/Part-Time Seasonal</b>	<b>DIRECT SUPPORTS:</b>	Café Manager
<b>DEPARTMENT:</b>	Rim Rock Cafe	<b>DIRECTLY SUPPORTS:</b>	N/A
<b>CLASSIFICATION:</b>	Hourly, Full-Time/Part-Time Seasonal, Non-Exempt	<b>SALARY RANGE:</b>	\$20.00 per hour plus tips

## JOB SUMMARY

Work in a fun, fast paced, full-service kitchen with an opportunity for growth. We are looking for an individual who is team-oriented, organized, and an excellent communicator. Prior kitchen experience is a plus but not required - we will provide training! This seasonal position could transition to regular part-time employment in the fall.

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

<b>95%</b>	<p><b>General Summary of Responsibilities:</b></p> <ul style="list-style-type: none"> <li>• <i>Busses tables, operates dishwasher, and helps keep the café clean and stocked</i></li> <li>• <i>Runs food and provides customer service at every point of contact</i></li> <li>• <i>Light food prep duties</i></li> <li>• <i>Attend all scheduled shifts on time and follow proper procedures regarding sick time, vacation time, holiday time and personal time requests through Paycor.</i></li> <li>• <i>Relays visitor comments, suggestions, and requests to appropriate staff. Answers general museum questions as able, relaying others to appropriate staff or volunteers</i></li> <li>• <i>Follows proper food handling procedures</i></li> <li>• <i>Supports 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</i></li> </ul>
<b>5%</b>	<p><b>Additional Duties</b></p> <ul style="list-style-type: none"> <li>• <i>Contribute to and support the Museum’s DEAI initiatives</i></li> <li>• <i>Contribute to and support the Museum’s AZA Accreditation</i></li> <li>• <i>Assist with museum-wide events, such as Free Days, fundraising gala, etc.</i></li> <li>• <i>Other duties as assigned</i></li> </ul>

## QUALIFICATIONS

<b>EDUCATION/ CERTIFICATIONS</b>	<ul style="list-style-type: none"> <li>• Food Handler card</li> </ul>
<b>EXPERIENCE</b>	<ul style="list-style-type: none"> <li>• Prior dishwashing experience is a plus, but not required</li> </ul>
<b>SKILLS/ ABILITIES</b>	<ul style="list-style-type: none"> <li>• Ability to project a welcoming, cheerful attitude</li> <li>• Strong verbal communication skills</li> <li>• Excellent customer service skills</li> </ul>
<b>PHYSICAL ELEMENTS</b>	<ul style="list-style-type: none"> <li>• Ability to stand for long periods and lift up to 40 pounds.</li> </ul>
<b>EQUIPMENT USE</b>	<ul style="list-style-type: none"> <li>• Dishwasher, meat slicer, etc.</li> </ul>

**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.*

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Employee Name

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Signature

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Date