

# JOB DESCRIPTION

# HIGH DESERT MUSEUM

## POSITION

JOB TITLE:	<b>Café Associate – Part Time/ Full Time Seasonal</b>	REPORTS TO:	Café Manager
DEPARTMENT:	Rim Rock Cafe	SUPERVISES:	N/A
CLASSIFICATION:	Hourly, Part-time/Full Time Seasonal, Non-Exempt	SALARY RANGE:	\$20.60 per hour plus tips

## JOB SUMMARY

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

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

95%	<b>General Summary of Responsibilities:</b> <ul style="list-style-type: none"><li>• Provides customer service at every point of contact.</li><li>• Performs daily café cashiering, ensuring security of cash throughout each business day.</li><li>• Prepares and cooks food based on menu selection and daily specials.</li><li>• Receives and checks-in product as necessary.</li><li>• Follows proper food handling procedures, possess basic knowledge in the use and maintenance of various kitchen operations including but not limited to the grill, oven, and microwave.</li><li>• Takes visitors' food orders including cross promotion of museum events and programs.</li><li>• Relays visitor comments, suggestions and requests to appropriate staff. Answers general museum questions as able, relaying others to appropriate staff or volunteers.</li><li>• Assists with bussing the tables, dishwashing and keeping the café clean and stocked.</li><li>• Properly stores 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.</li><li>• 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.</li></ul>
5%	<b>Additional Duties</b> <ul style="list-style-type: none"><li>• Contribute to and support the Museum's DEAI initiatives</li><li>• Contribute to and support the Museum's AZA Accreditation</li><li>• Assist with museum-wide events, such as Free Days, fundraising gala, etc.</li><li>• Other duties as assigned</li></ul>

## QUALIFICATIONS

EDUCATION/ CERTIFICATIONS	<ul style="list-style-type: none"><li>• High School Diploma or equivalent</li><li>• Food Handler card</li><li>• OLCC Server Permit</li></ul>
EXPERIENCE	<ul style="list-style-type: none"><li>• Previous experience working cash register</li><li>• Experience or willingness to learn cooking skills</li></ul>
SKILLS/ABILITIES	<ul style="list-style-type: none"><li>• Ability to project a welcoming, cheerful attitude</li><li>• Strong verbal communication skills</li></ul>

PHYSICAL ELEMENTS
EQUIPMENT USE

- Excellent customer service skills
- Ability to work flexible hours and days including weekends.
- Ability to stand for long periods and lift up to 40 pounds.
- Frequent computer and phone 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
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***An Equal Opportunity Employer***

*We do not discriminate based on race, color, religion, national origin, sex, age, disability, genetic information, or any other status protected by law or regulation. It is our intention that all qualified applicants are given equal opportunity and that selection decisions be based on job-related factors.*