

Job Description



POSITION

JOB TITLE:	Seasonal Café Runner, Busser, Dishwasher	DIRECT SUPPORTS:	Café Manager & Cafe Leads
DEPARTMENT:	Rim Rock Cafe	DIRECTLY SUPPORTS:	N/A
CLASSIFICATION:	Hourly, Seasonal, Non-Exempt	SALARY RANGE:	\$20.60 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)

- 95% **General Summary of Responsibilities:**
- *Busses tables, operates dishwasher, and helps keep the café clean and stocked*
 - *Runs food and provides customer service at every point of contact*
 - *Light food prep duties*
 - *Attend all scheduled shifts on time and follow proper procedures regarding sick time, vacation time, holiday time and personal time requests through Paycor.*
 - *Relays visitor comments, suggestions, and requests to appropriate staff. Answers general museum questions as able, relaying others to appropriate staff or volunteers*
 - *Follows proper food handling procedures*
 - *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*
-

-
- 5% Additional Duties
- Contribute to and support the Museum’s Accreditations
 - Assist with museum-wide events, such as Free Days, fundraising gala, etc.
 - Other duties as assigned
-

QUALIFICATIONS

- EDUCATION/
CERTIFICATIONS
- Oregon Food Handler card or ServSafe Certification
-

- EXPERIENCE
- Prior dishwashing experience is a plus, but not required
-

- SKILLS/
ABILITIES
- Ability to project a welcoming, cheerful attitude
 - Strong verbal communication skills
 - Excellent customer service skills
-

- PHYSICAL
ELEMENTS
- Ability to stand for long periods and lift up to 50 pounds
-

- EQUIPMENT
USE
- Dishwasher
 - Must be 18 or older to legally operate meat slicer, fryer, mixer etc.
-

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
