

## **Georgia Museums, Inc.**

**JOB TITLE: Café Staff**

**EXEMPT (Y/N): N**

**DEPARTMENT: Booth Cafe**

**SUPERVISOR: Food and Beverage Manager**

**DATE: 06/01/2021**

**SUMMARY:** Prepare and serve food in the Café, Private Dining Room, Ballroom, and at Special Events while providing a unique and welcoming environment, good food, and exceptional customer service.

**ESSENTIAL DUTIES AND RESPONSIBILITIES** include the following:

Prepare and serve food and beverages in accordance with department guidelines.

Constantly strive to give excellent customer service in all areas of operation.

Keep current on all food safety guidelines to ensure public safety and excellent health inspection scores.

Project a warm, professional and friendly attitude toward guests and all staff.

Maintain a clean atmosphere in the kitchen and in The Café by following all requirements and regulations of current health standards.

Assist in and prepare daily food & beverage options.

Understand alcohol service guidelines and ensure they are followed.

Be responsible for operating POS, opening and closing drawer, and be able to balance and prepare daily deposits.

Maintain, stock and organize food, beverage and condiment items as needed.

Assist with other staff regarding catering and special events.

Replenish food, beverage and condiment items throughout the day as needed.

Be responsible for ensuring high standards of professionalism in all areas of the museum.

Be responsible for working well with others and promoting a team environment.

Perform other tasks and projects as requested by supervisor.

**QUALIFICATION REQUIREMENTS:** A High School Diploma or equivalent is required. Strong customer service background and food experience preferred. Must be able to lift 30 pounds, bend, stoop, reach, kneel, sweep, mop and use all limbs simultaneously. Must be able to stand for majority of the shift. The ability to read and comprehend information and details is a must. A desire to interact with the public, the ability to maintain a positive attitude and flexibility are required. Manual dexterity to include chopping, slicing, use of computer, handling of money, visual acuity and be able to differentiate colors is required. Must be able to immerse hands in water and use various cleaning supplies including bleach.

**CERTIFICATES, LICENSES, REGISTRATIONS:** Valid Driver's License and TIPS certified.

**WORK ENVIRONMENT:** Café/kitchen environment. Position requires non-standard hours that may include days, evenings, weekends and holidays with varying shifts Tuesday through Saturday. Noise level is usually moderate to high.