

# GORDON COLLEGE

## *Position Description*

### **Title: Full-time Barista and Cashier**

**Function** Under the supervision of the Bistro manager, participates in a service team to provide a high quality cafe experience for students, employees and guests of the college. Seeking experienced and energetic Barista to join our growing team. The ideal candidate has a positive attitude, is passionate about the food and beverage industry and enjoys working with people. The Barista plays a key role in our energetic team of food and beverage enthusiasts who are driven to provide excellent customer service. You'll have the opportunity to be part of a fun atmosphere where both customers and employees have a great experience that's welcoming and engaging.

### **Description of Duties and Tasks:**

#### Essential Responsibilities:

1. Provides each guest food of high quality and a variety of hot and cold beverages in an atmosphere of cleanliness, cheerfulness and personal caring.
2. Implements a safe and sanitary work environment throughout the shift by following standard operating procedures; complies with all applicable sanitation, health and personal hygiene standards
3. Works as a positive member of the food service team, treating guests, peers and supervisors with respect and consideration
4. Meets productivity standards; completes work in a timely manner
5. Operates cash machine to receive payment for food and drink by either college card or cash.
6. Supplies correct cash change as needed
7. Serves food to guests in a gracious and helpful manner, responding to individual needs as appropriate
8. Cleans, stocks and restocks workstations upon opening or closing

### **Required Knowledge, Skills and Abilities:**

In order to fully perform the above functions, the incumbent must possess the following knowledge, skills and abilities, or demonstrate that the major responsibilities of the job

can be accomplished, with or without reasonable accommodation, using some combination of skills and abilities.

1. Must profess faith in Jesus Christ as Lord; must accept Gordon's Statement of Faith; must practice Christian values in daily interactions with students, faculty, staff, and the public as outlined by Gordon's Statement of Life and Conduct; and must work to advance Gordon's mission through this position
2. Barista experience required
3. Ability to lift and/or otherwise move cases and pans of food and other materials; regularly required to bend, twist, stoop, push and pull
4. Ability to stand for an extended period of time
5. Ability to communicate clearly and respond quickly and appropriately to customer needs
6. Ability to maintain consistent and punctual attendance

Position Code: DIN-SERV-20

Grade: 1

FLSA Status: Non-exempt