

Barista

Position Summary

Prepare of a variety of coffee beverages. Prepare and re-sell various hot and cold beverages, including bottled and canned drinks. Sell retail prepared foods including, but not limited to, muffins, biscotti, bagels, and various snacks. This position requires heavy customer contact and excellent customer service skills. A positive attitude is required at all times in order to ensure the return of our customers who are the reason for our business.

Essential Duties and Responsibilities

The essential functions include, but are not limited to the following:

- Prepare hot and cold beverages
- Services beverage and coffee bean counters
- Prepares foods for re-sale
- Accurately handles cash and reconciles change due to customers
- Opens and/or closes the coffeehouse as scheduled
- Maintains cleanliness in every area of the store at all times
- Delivers quality customer service at all times
- Presents a positive attitude towards the job

Minimum Qualifications (Knowledge, Skills, and Abilities)

- High School Diploma or GED graduate preferred
- 3 months or more of Barista experience, or proof of completion of a Barista Training Program
- Ability to handle stress under pressure
- Ability to provide quality customer service
- Ability to learn and use technical equipment (e.g. espresso machine)
- Ability to accurately exchange currency with the customers
- Ability to reconcile all cash and currency
- Willingness to maintain a clean, healthy, and safe working environment
- Ability to learn and use company computer to input data
- Ability to coordinate multiple activities with attention to detail
- Ability to work independently, with minimal supervision