



COUNTER ATTENDANTS/BARISTAS

This person is friendly, dependable, can tolerate stressful situations in a fast-paced work environment working directly with the public the majority of his/her shift, is adaptable to the needs of the business, has inherent integrity and high moral character. This person is cooperative with all co-workers and seeks to be a team player. This person has excellent active listening and communication skills, is service oriented and is socially perceptive in dealing with people. This person will be taking direction and responding to the needs of the kitchen staff necessary to create the best experience for the customer. He/she is consistent and persistent in performing duties as outlined below, will maintain a current food handler's certificate and follows the policies and procedures outlined in the employee handbook.

- Take customer orders. Use POS machine to prepare bills, accept cash or credit/debit card payments or count back change with a smile.
- Serve food, beverages, or desserts to customers as take-out, table service or over the counter.
- Prepare drinks and foods in accordance with industry standard food handling standards at all times.
- Promote and inform patrons about daily specials, specialty items and new menu items and invite customers to upcoming events.
- Verify and check photo I.D. when serving alcohol at all times.
- Scrub and polish counters, steam tables, and other equipment, and clean glasses, dishes, tableware, and any item used to prepare drinks or food items.
- Balance receipts and payments in cash registers at the end of his/her shift.
- Perform cleaning duties such as sweeping, mopping, and washing dishes, to keep equipment and facilities sanitary.
- Clean food preparation areas and used equipment.
- Complete closing and "down-time" duties before the end of his/her shift.
- Assist other staff when time permits or ask for help when you need it.

Employee has read and agrees to perform all duties outlines in the job description for this position. Employee agrees to use training tools and refer to the Staff Handbook Policies & Procedures. By signing below employee acknowledges this document:

NAME: _____ **SIGNATURE:** _____
DATE: _____

Signature of Hiring Manager: _____