

AgeWell Services		
Part-Time Non Exempt	Position: Café Specialist	Classification: 5 Revised: 8/2016
Defaults:		

Primary Relationships:

Food Service Director
 Food Service Senior Manager
 Café & Catering Manager- *Supervisor*
 Café Staff

Credentials and Experience:

- High School Graduate
- ServSafe Certification is desired
- Food Service background with formal or on-going training
- Personal transportation with a valid Michigan driver's license and insurance is required

Job Summary:

The Café Specialist is responsible for efficiently expediting orders in a timely manner and with exceptional attention to detail. Must have exceptional customer skills and be able to problem solve quickly. The ideal candidate is responsible for determining work procedures and able to organize tasks accordingly.

Knowledge and Skills:

Excellent verbal and written communication skills. Good knowledge of food service operations, sanitation and nutrition regulations. Ability to resolve problems and complaints. Ability to prioritize and organize. Excellent basic math skills.

Key Competencies & Skills:

- Must be able to read, comprehend and increase/decrease all recipes without direct supervision.
- Must be able to communicate effectively, both verbally and written, be able to delegate tasks to other employees as needed.
- Must be organized and be able to prioritize prep tasks to meet the needs of the day.
- Must be able to think on your feet, make quick decisions without having café manager available.
- Possess high work ethics to insure high quality and consistency of all food & beverage items.
- Possess integrity and motivation to keep busy during slow times.
- Ability to work independently and also is able to functions as member of a team.
- Maintain a positive attitude and a willingness to be helpful and patient with customers.

Duties & Responsibilities:

- Cook each order as it comes in.
- Plan ahead, conducting and checking inventory to ensure, for instance (frozen food is thawed) that other food is prepped and ready to use when needed.

- Maintain the kitchen equipment in a clean, sanitary manner and report problems to supervisor.
- Perform routine cleaning duties as assigned.
- Be compliant with sanitation laws and food code requirements.
- Cross train on all café equipment, positions and tasks in the café.
- Assist in other food service areas (MOW kitchen) of Age Well Services if needed.
- May have to open/close the cafe.
- Participate in fundraising events, trainings, attend all staff meetings, trainings, etc. as required and perform any other related duties as assigned by the Director

Working Conditions:

May stand and/or walk most of the day, reaching, bending and lifting of food, light equipment and supplies as required. Must be able to work in an environment where temperature is not consistent. Must be able to work w/chemicals and operate all equipment relevant to the café operations. Must be able to lift at least 40 pounds regularly.

Supervisory Duties:

None

I have received a copy of this job description and it has been reviewed with me.

Employee Signature

Printed Name

Date

Supervisor Signature

Printed Name

Date