



Job Description

Position Title: Huckleberry Café Assistant

Effective: 6/1/2022

Reports to: Huckleberry Café Manager

Supervises: N/A

Status: Hourly, Non-Exempt, 20 – 30 hours/week, part-time

Essential Functions:

The primary function of this role is to assist in serving customers and prepare drinks, ice cream, and food orders while maintaining a clean working environment in the café. The cafe assistant performs duties ranging from making drinks, cooking food, serving ice cream, prep work, cleaning, re-stocking grab n go items, and other duties related to the day-to-day functioning of the cafe.

Essential Duties:

The essential duties are as follows:

- Work with customers to build trust and ensure communication about The Huckleberry Cafe and the services it provides. Café Assistant will work to maximize opportunities in selling menu items of the cafe and Montreat Conference Center.
- Assist customers with ordering menu items and operating the cash register and credit card machine via the POS system.
- Responsible for all aspects of food/drink prep, presentation of menu items, & kitchen maintenance during the entire shift.
- Always maintain the cleanliness of the dining room.
- Take allotted shift break according to supervisors' instruction.
- Maintain high standards of cleanliness according to North Carolina health codes.
- Must be able to work well in cooperation with others as a team.
- Assist coworkers and supervisor as needed.
- Other café-related duties as assigned.



Requirements:

- *Education:* High School graduate or equivalency
- *Experience:* At least 1 year of service in the food service industry.
- *Physical Requirements:* Must be able to stand for long periods of time; must be able to lift 40lbs.
- Has a valid driver's license and acceptable driving record.
- Has reliable transportation to and from work.
- *Servsafe* Food Manager Certified or able to obtain within 3 months of hire.

Competencies:

1. Ability to present food and drinks with excellence and high quality.
2. Ability to work well independently without direct supervision.
3. Ability to work productively under pressure to meet deadlines.
4. Exhibits fine attention to detail with all services provided from the café.
5. Ability to communicate effectively (oral and written communications).
6. Ability to plan and prepare for assigned tasks.
7. Ability to follow directions and work cooperatively with others. Teamwork is essential.
8. Ability to use critical thinking and resources to solve problems.
9. Ability to maintain a high level of integrity and professionalism.
10. Ability to be courteous and enthusiastic, and present a neat, pleasant and professional appearance.
11. Ability to set an example of a positive work ethic and attitude.
12. Ability to manage multiple tasks, prioritize effectively, solve problems, and be detail oriented in all tasks.
13. Ability to work a flexible schedule including evenings, weekends and holidays.
14. Courteous to all customers in giving helpful information about the Montreat Conference Center.

Employee Signature: _____ Date:

Supervisor Signature: _____ Date: