



Job Description

Position Title: Huckleberry Café Assistant

Effective: 7/17/24

Reports to: Huckleberry Café Manager

Status: Hourly; Non-Exempt; Part-time

Essential Functions:

The cafe assistant performs duties ranging from making drinks, cooking food, serving ice cream, prep work, cleaning, re-stocking grab and go items, and other duties related to the day-to-day functioning of the cafe.

Essential Duties:

The essential duties are as follows:

- Assist customers and maximize opportunities in selling cafe menu items.
- 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, and kitchen maintenance during the entire shift.
- Maintain the cleanliness of the dining room.
- Take allotted shift break according to supervisor's instructions.
- 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:* Prior food service experience preferred.
- *Physical Requirements:* Must be able to stand for long periods of time; must be able to lift 40lb.
- Reliable transportation to and from work.

Competencies:

- Ability to present food and drinks with excellence and attention to detail.
- Ability to work well independently without direct supervision.
- Ability to work under pressure to meet deadlines.
- Exhibit fine attention to detail with all services provided by the café.
- Ability to communicate effectively.
- Ability to plan and prepare for assigned tasks.
- Ability to follow directions and work cooperatively with others. Teamwork is essential.
- Ability to use critical thinking and resources to solve problems.
- Ability to maintain a high level of integrity and professionalism.
- Ability to be courteous and enthusiastic, and present a neat, pleasant, and professional appearance.
- Ability to set an example of a positive work ethic and attitude.
- Ability to manage multiple tasks, prioritize effectively, solve problems, and be detail oriented in all tasks.
- Ability to work a flexible schedule including evenings and weekends.

Employee Signature:

Date:

Supervisor Signature:

Date: