

# FRENCHIES COFFEE BAR

## BARISTA JOB DESCRIPTION



Full time & Part time positions available

### **POSITION SUMMARY**

Prepare a variety of coffee beverages. Prepare and re-sell various hot and cold beverages, including bottled and canned drinks. Sell retail prepared foods & non-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 to 5 months of Barista training or willing to complete Barista Training
- Ability to handle stress under pressure
- Ability to provide quality customer service
- Ability to work quickly and efficiently
- 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 POS to input data
- Ability to coordinate multiple activities with attention to detail
- Ability to work with other staff with respect and consideration
- Must be 18 years or older

### **PHYSICAL DEMANDS AND WORK ENVIRONMENT**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this position. Reasonable accommodations may be made to enable individuals with disabilities to perform the functions. While performing the duties of this job, the employee is regularly required to talk or hear. The employee frequently is required to stand. The employee is occasionally required to sit; walk; use hands to finger, handle, or feel; reach with hands and arms; climb or balance; and stoop, kneel, crouch, or crawl. The employee must frequently lift and/or move up to 10 pounds and occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, color vision, and ability to adjust focus. Tasting and smelling abilities are required occasionally to distinguish with a degree of accuracy, differences or similarities in intensity or quality of flavors and/or odors. While performing the duties of this job, the employee is occasionally exposed to moving mechanical parts, airborne particles, and hot liquids. The noise level in the work environment is usually moderate.

### **NOTE**

This job description in no way states or implies that these are the only duties to be performed by the employee(s) incumbent in this position. Employees will be required to follow any other job-related instructions and to perform any other job-related duties requested by any person authorized to give instructions or assignments. All duties and responsibilities are essential functions and requirements and are subject to possible modification to reasonably accommodate individuals with disabilities. To perform this job successfully, the incumbents will possess the skills, aptitudes, and abilities to perform each duty proficiently. Some requirements may exclude individuals who pose a direct threat or significant risk to the health or safety of themselves or others. The requirements listed in this document are the minimum levels of knowledge, skills, or abilities. This document does not create an employment contract, implied or otherwise, other than an "at will" relationship.

Interested parties please email: **[Frenchiescoffeebar@gmail.com](mailto:Frenchiescoffeebar@gmail.com)**