

**City of Fruitland Park**

**JOB DESCRIPTION**

**Library Assistant – Cafe, Part-time**

**Job description:** Working as part of our customer service team, you will ensure that high quality, food and drink are prepared and served to café customers in a clean, safe and welcoming environment.

**Responsibilities & Duties:**

* Preparing and serving food and beverages for consumption on/off the premises
* Taking customers’ food and beverage orders
* Operating cash registers, accepting payments and preparing sales invoices
* Clearing away inside/outside used dishes and cutlery from tables when customers are finished
* Cleaning and preparing inside/outside tables for use making sure they are safe and hygienic
* Follow the normal operating plan ensuring correct opening and closing times
* Setting up, clearing tables and disposing of trash as required
* Monitor expenditures, stock, wastage, and use-by dates
* Ensuring the completion of daily financial paperwork and cash handling and ensuring that all expenditures are covered by an invoice or receipt
* Uphold the highest standards of health and safety, cleanliness and professionalism
* Any other duties that may be expected of a café worker.

**Education, qualifications or experience:**

* Experience working in a café or restaurant is required.
* A level 2 food hygiene certification is necessary but will send the right person to the class.
* Barista experience is desirable.

**Knowledge, skills and abilities:**

* Enjoys multi-tasking in a busy fast-changing environment.
* Confident with simple mental arithmetic.

**Requirements:**

* Excellent communication skills, computer skills, and customer service skills necessary
* Ability to reach shelves, stand for long periods of time, and lift-up to 30 lbs.
* Possess a High School Degree or equivalent.

**Hours:**

* Part-time position-up to 29 hours weekly which may include weekends and evenings and special events.

**Salary:** $15.00 per hour plus tips & based on experience.

**Application Deadline:** Open until position is filled.

Apply at Fruitland Park City Hall, 506 W. Berckman Street, Fruitland Park, FL 34731, Monday through Friday, 8:00 a.m.-4:00 p.m. All positions require a high school diploma or equivalent. Drug screen test and background check is required. The City of Fruitland Park is a drug free workplace and an Equal Opportunity Employer.