



JOB TITLE: Library Assistant I – Gardenia Cafe

PAY GRADE: 101

DEPARTMENT: Library

MIN. PAY: \$15.53 **MAX. PAY:** \$25.88

FLSA CLASSIFICATION: Part-time

FLSA STATUS: Non-exempt

REPORTS TO: Library Director

DESCRIPTION SUMMARY:

The cafe worker is responsible for providing excellent customer service, preparing food and drinks, and managing the cafe's cleanliness. This position requires excellent customer service skills, outgoing and friendly personality, and ability to multitask. The ideal candidate will have experience working in a cafe, restaurant, or other food service environment.

ESSENTIAL JOB FUNCTIONS-Include, but may not be limited to:

- 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.
- Ability to work quickly and efficiently.
- Performs related duties as assigned by the Director.

MINIMUM QUALIFICATIONS- (Knowledge, skills, and abilities):

- Enjoys multitasking in a busy fast changing environment.
- Confident with simple mental arithmetic.
- Experience working in a cafe or restaurant is required.
- Must be detail oriented.
- Must be a team player.
- Excellent customer service skills.
- Friendly and outgoing personality.
- The ability to work in a fast-paced environment.
- Abilities to stand for long periods of time.
- Experience in preparing foods, including salads and sandwiches.
- The importance of practicing safe food handling, established rules pertaining to personal hygiene and dress code.
- Safely operate food service equipment
- Ability to work under pressure.
- Knowledge of food preparation.
- Ability to use a cash register system.
- Strong commitment to excellent public service; friendly, energetic, and adaptable both in person and over the phone.
- Good organizational, interpersonal, and decision-making skills to work effectively with staff, and visitors.
- Dependable and honest.
- The ability to assume responsibility and work neatly, efficiently, and accurately without direct supervision.

EDUCATION AND EXPERIENCE:

- High school diploma or equivalent.
- A level 2 food hygiene certification is necessary but will send the right person to the class.

PHYSICAL CONDITIONS:

The individual must be able to perform all essential duties of the position with or without accommodation. The following physical conditions apply.

- Must be able to speak English well enough to communicate effectively, read/understand instructions, signs, warnings etc.
- Must be able to sit, walk, stoop, bend, kneel, walk or stand.
- Must be able to use fingers to feel objects, write, use computers, and hold objects.
- Must be able to hear and see while performing duties. The noise level is generally moderate.

Employee Signature: _____ Date: _____

Department Head Signature: _____ Date: _____