

Flint Institute of Arts | Café Attendant

Part-time Employment

Title Café Attendant
Department Visitor Experience
Reports to Café Manager

Job Summary

- Manage café space, sales, and service throughout the operating hours of the business as well as following opening and closing procedure.
- Knowledge and practice of food and alcohol safety as indicated through Federal ServSafe and TAM certification courses.

Key Responsibilities

- Provide excellent customer service to patrons of the institute and *The Palette Café* - including food safety, proper etiquette and proper attire.
- Log and maintain communication for expiration dates, prep/storage dates, soups, pastries, stock, and drawer overage/shortage through logs binder, employee logs, and item labels.
- Accuracy of money handling/management, counting the drawer, and depositing daily sales.
- Cleaning and organization of café and kitchen space as well as any or all utensils used in the duration of the shift. This is expected during gaps of service throughout the business day, before and after café is open for business, or at the end or beginning of each shift.
- Completion of daily prepping and inventory to ensure fully stocked café. Product lists and product guides are meant to be completed and to inform each individual of what is expected as a standard for our environment.
- Alcohol management techniques are required for anyone handling or selling alcohol. Checking for underage drinkers, knowing when and how to decline sales to intoxicated clientele and how much alcohol to sell to any given person is imperative to employment.

Job Experience Requirements

- High school diploma or GED is required for this position.
- Experience in food industry and customer service is preferred. Organization and a keen sense of detail are necessary.

Physical Requirements

- Must be able to lift up to 50lbs.
- This position requires standing, walking, lifting, grasping, reaching, pushing, pulling, bending, and kneeling. Requires ability to work entire shift on your feet.

To apply: Email your resume and cover letter to the Director of Visitor Experience, Ashley Toth-McMillan, at atoth-mcmillan@flintarts.org. No phone calls please.

Disclaimer

The above statements are intended to describe the general nature and level of work to be performed by people assigned to this classification. They are not to be construed, as an exhaustive list of all responsibilities, duties, and skills required of personnel so classified. All personnel may be required to perform duties outside of their normal responsibilities from time to time, as needed.