

Barista and Kitchen Assistant

Employee Name:

Department: Café and Catering

Reports To: Café and Kitchen Coordinator

Exemption Status: Non-Exempt

FT/PT: Part Time (8-20 hrs)

Approved By:

Approved Date:

SUMMARY

The Café and Catering Department's ministry at Bel Air is oriented toward community, and we believe coffee and food can be meaningful ways to connect to the Gospel. We are after a deeper understanding of what it might mean to seek the Kingdom of Heaven in the context of the coffee bar and the kitchen. Our belief is that, with careful work and humble hearts, we can explore, share, and marvel in God's Creation—from a great cup of coffee to a freshly made meal to an affirming conversation—and more fully experience how He satisfies our hunger and thirst.

Our team is a natural extension of this vision, bringing our values into practice through what we serve and how we serve it. The Barista and Kitchen Assistant is eager to dive into a variety of tasks, from making drinks in the cafe to working in the kitchen to prepare food. Because we are a small team at the early stage of a new ministry at Bel Air Church, The Barista and Kitchen Assistant must be able to continually learn about coffee, food, and hospitality.

The position will entail up to 20 hours per week, shared between the cafe and kitchen.

NON NEGOTIABLE:

- Live the Bel Air Church mission, vision, and values
- Highly collaborative, motivated, and team focused in a fast paced environment
- Emphasizes team, multiplies networks within the community, self-starter
- Works well in a learning, dynamic and constantly changing environment
- Problem solver not a "problem bringer"
- Conceptually "gets" social media

MEASURABLES:

- Service orientation
- Judgement and problem solving
- Attendance, reliability, productivity, and quality of work
- Ability to build effective teams and healthy working relationships
- Leadership and mentorship
- Interpersonal communication
- Stewardship of Bel Air Church vision and resources

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Provide excellent, enthusiastic, warm, and welcoming customer service
- Prepare and serve quality coffee, tea, and other drinks
- Learn, know, and effectively explain a food and drink menu that's likely to change often

- Keep work areas neat, clean, and stocked
- Get comfortable with coffee-bar and kitchen equipment, look after it, and keep it clean
- Prepare ingredients and menu items in the kitchen
- Process orders on an iPad register using Square
- Accept different types of payment and make change
- Serve guests at a reasonable pace without sacrificing the quality of their experience
- Provide assistance to the Café and Kitchen Coordinator as needed

POSITION REQUIREMENTS

Qualifications: Must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Education and/or Experience: High School diploma or G.E.D. required; Bachelor’s degree preferred. Experience in cafe, commercial kitchen, or food service preferred.

Language Skills: Must be able to communicate well and clearly, and engage in conversation with strangers and regular customers.

Mathematical Skills: Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals.

Reasoning Ability: Ability to understand and carry out detailed, complex conceptual, written or oral instructions. Ability to creatively and efficiently handle problems involving complex variables in varying situations using business acumen. Must be able to learn quickly, think on your feet, plan ahead, follow instructions, raise questions, think about efficiency and effectiveness.

Computer Skills: Proficiency with tablet computers required. Proficiency with iPad and Square register preferred.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this Job, the employee is regularly required to stand and walk for extended periods of time, and to sit, talk, and hear. The employee is frequently required to bend, stoop, and lift up to 10 lbs regularly, and up to 25 lbs occasionally. The employee is frequently required to use hands to handle or feel. The employee is routinely required to operate café and kitchen equipment, including coffee brewer, grinders, water boiler, espresso machine, kettles, knives, commercial dishwasher, oven, and gas range. The employee is occasionally required to use standard office equipment, such as computers, telephones, photocopiers, fax machines, scanners, and filing cabinets.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

This job operates primarily in a café and kitchen setting. The noise level in the work environment can be loud. The employee may be exposed to hazards including, but not limited to, cuts, slipping, tripping, falls and burns. Frequent hand washing is required. This position will interact regularly with others in a fast-paced environment, in indoor meeting spaces and outdoor areas of the church campus, and potentially at off-campus sites, including while traveling to and from those sites.

This position may require occasional local travel.

Employee Signature: _____

Date: _____

Supervisor Signature: _____

Date: _____