

Qahwa Cafe Barista - Part-Time

POSITION: Barista / Cashier

REPORTS TO: Cafe Manager

Cafe Operating hours:

Monday – Thursday 5:00 pm to 10:00 pm

Friday – Saturday: 9 am – 10 pm

Sunday: 9 am – 6 pm

Minimum 2 shifts/week.

SUMMARY: The Barista is the master craftsperson at the Qahwa Cafe. Blending art and science, the Barista meticulously prepares high-quality coffee and non-coffee beverages with friendly professionalism. The Barista provides exceptional customer service, has a strong work ethic, and is a true team player. The Barista takes personal pride in the beverages they create and the satisfaction of the customer's experience. We are looking for energetic, outgoing, enthusiastic people that share our love and passion for hospitality, good food, and great coffee.

Job Responsibilities:

- Welcomes customers by determining their coffee interests and needs.
- Educates customers by presenting and explaining the drink menu; answering questions with care and patience.
- Prepares and serves beverages and food items consistently by adhering to all recipe standards and techniques for coffee drinks, such as espresso, cortado, latte, and cappuccino.
- Generates revenue by attracting new customers; defining new and expanded services and products.
- Maintains inventories by replenishing coffee bean supply; stocking coffee brewing equipment; maintaining supplies, pastries, and cookies for coffee bar.
- Delivers exceptional customer service to all customers who walk through the doors.
- Builds knowledge and demonstrates willingness to learn about coffee, tea, drink preparation and products.
- Assists with setup, cleanup, stockwork, and handling of food items.
- Accurately records process purchases using the POS system.
- Collects and processes payments from the customer including cash, credit, and debit cards
- Complies with all health, safety, and hygiene guidelines and regulations.
- Ensures customer service stations are well stocked.
- Maintains a clean and hygienic work area.
- Dismantles and cleans machinery as needed.
- Displays merchandise in an attractive and functional manner.

- Monitors inventory and communicates restock needs to cafe manger.
- Works flexible shifts and schedules, inclusive of weekends, and some holidays.
- Demonstrates ability to effectively mentor youth.
- Acts as the shift lead, overseeing task assignments and ensuring that floaters and team members complete their responsibilities effectively.

Key Skills and Competencies

- **High energy level**
- Keen organizational ability
- Customer-service oriented
- Detail-oriented
- **Strong communication skills**
- **Effective team player**
- **Demonstrates reliability**

Education/Experience

- High School Diploma.
- Basic numeracy and money-handling skills
- Able to read and speak English fluently
- Able to stand for long hours

Submission

- Please submit a resume, cover letter, and references to hr@adamscenter.org and gahwa@adamscenter.org