



11 Cabin Lane, PO Box 249, Waterbury Center, VT 05677

## **Vermont Artisan Coffee Bar Cashier/Barista – Part Time**

**SUMMARY:** This position is a part time specialty Coffee Cashier/Barista who will be managing the register as well as brewing coffee and making coffee drinks. The Cashier/Barista is responsible for welcoming customers, brewing coffee, making espresso based drinks, fulfilling orders, and completing sales transactions. This position performs other support functions which may include daily cleaning, equipment maintenance, maintaining and stocking inventory as well as other duties and responsibilities as directed by the Café Manager.

### **ESSENTIAL DUTIES:**

- Welcomes and greets customers and takes their drink and/or food order
- Operates a cash register, including all credit cards & cash operations; follows all customer service & cash handling procedures
- Ensures a balanced register at the start and end of the shift
- Makes & disposes of brewed coffee(s) following VACT standards
- Provides information about the products and educates the customers about the coffees/drinks/teas; differences among coffee beans, coffee preparation and home brewing methods
- Prepares and sells coffee drinks by following prescribed recipes and techniques for drinks such as espresso, espresso lungo, cafe latte, cappuccino
- Serves coffee, tea, and food to guests; cleans away cups/plates/silverware
- Helps keep Coffee Bar operating smoothly performing regular cleaning, stocking, maintenance & troubleshooting
- Cleans & stocks coffee bar, pastry case, whole bean coffee displays, retail and customer areas
- Follows operational policies & procedures, including those for safety and security
- Demonstrates the ability to interact with the public and co-workers in a friendly, enthusiastic and outgoing manner
- Requires the ability to bend, twist & stand to perform normal job functions
- Requires the ability to lift up to 50 pounds

### **EXPECTATIONS:**

The right candidate is energetic, well groomed, possesses good verbal communication skills, has a friendly and personable attitude, and enjoys working with the general public in a team atmosphere. Having a passion for coffee is a plus.

- Must be willing to work early morning shifts and weekends
- Computer, POS systems and/or i-Pad proficiency a plus