



Barista Job Description

REPORTS TO: Café Manager of Special Percs Cafe

JOB SUMMARY:

Special Percs Café is a project of the Unicorn Children’s Foundation, aimed to train and employ adults with neurodiversities. Adults who would like to learn how to make coffee drinks and offer excellent customer service are encouraged to apply.

Baristas will help launch the Special Percs Café, a start-up business, and schedule will be part-time and flexible. The business will start as a mobile vending service, travelling to events and offsite locations.

ESSENTIAL DUTIES & RESPONSIBILITIES:

- Manage personal schedule, such as arriving to shift on time and returning from breaks
- Greet customers in a friendly manner
- Take food and drink orders
- Prepare and serve coffee and other beverages
- Prepare and serve food items such as soups, sandwiches and pastries
- Answer customers’ questions about menu choices
- Promote and recommend menu options to customers
- Take payment from customers using the point of sale system
- Maintain inventory and make efforts to reduce waste
- Maintain equipment by cleaning, troubleshooting and alerting management when repair is needed
- Keep the work environment sanitary and organized
- Adhere to uniform, hygiene, grooming, and safety expectations
- Help the manager recruit new customers and expand the menu
- Perform other duties as assigned by the Café Manager

SKILLS:

- Listen well and communicate in a professional and friendly manner
- Practice basic safety procedures with respect to equipment and handling food and beverages
- Memorize drink recipes, learn how to operate equipment and provide efficient customer service
- Be efficient and organized
- Build good relationships with customers and focus on customer satisfaction
- Maintain a clean work environment
- Keep supplies replenished to minimize downtime
- Complete job tasks within sometimes noisy and distracting environments
- Be comfortable standing for a long period of time (2-3 hours)

- Maintain a calm disposition when dealing with difficult or stressful situations
- Ask for assistance when needed
- Able to lift items weighing up to 30 lbs.

REQUIREMENTS:

- Enroll and complete Barista training classes offered as part of the Unicorn Connection Center.

JOB TYPE:

Part-time with growth to full-time. Contract at \$10.00 per hour (rate increase opportunity based on training and certification). Special Percs Café is an Equal Opportunity Employer.

COVID-19 considerations:

All employees are required to wear facial coverings. Sanitization and cleaning schedule will be in effect.

TO APPLY:

Submit cover letter, resume, and 3 references to kerri@unicornchildrensfoundation.org.