



CAFÉ ASSISTANT

As a Café Assistant, you will be working outdoors in a busy, fast paced, noisy environment. Your primary focus is to ensure that each & every guest that enters the Café is greeted and feels welcomed. You will also be responsible for assisting guests with placing their orders & collecting payment. However, your primary duty will be serving our guests various foods based on what is ordered. On occasion, you may also be asked to assist with light cleaning duties.

MAIN DUTIES:

- Assist with unloading / loading all equipment needed from the van for the Café.
- Assist with the setup / breakdown of a 10x10 canopy (curtains, metal stakes, etc.)
- Assist with the setup / breakdown of tables for the buffet, beverage, to-go & cashier stations.
- Ensure chafing dish water pan levels are maintained throughout the shift.
- Ensure all sternos underneath the chafing dishes remain lit throughout the shift.
- Greet all guests with a smile and welcome them to Lady K's Café.
- Serve all guests their order in timely manner.
- Keep all Café table areas clean & neat throughout the shift.
- Collect any trash or debris to be discarded accordingly.

KEY SKILLS AND COMPETENCIES:

- Possess basic math skills (addition, subtraction, multiplication, division)
- Physically strong/fit enough to lift move & transport heavy items.
- Excellent communication skills.
- Meticulous / Detail Oriented.
- Quick Study (fast learner).
- Dependable / Reliable.
- Punctual (on time).
- Ability to work as a team member.
- Works well with minimal supervision.
- Works well under pressure.
- Self-motivated & focused.
- Approachable & friendly.

QUALIFICATIONS:

- Must be able to work mid-mornings to late afternoons on weekends.
- High school diploma or GED.
- Familiar with all sanitation & safety practices involving food & beverage.
- Exceptional hygiene is a must!
- Food Safety Certified preferred but not required.
- Must have fully insured, reliable transportation.
- Must be able to travel to & from site location(s).
- Must be able to work 6-8 hour shifts, standing for long periods of time with minimal to no breaks.