



## **MOBILE CAFE ASSISTANT**

As a Mobile Café Assistant, you will be working inside of a fast paced, busy, noisy 26-foot-long food truck. Your primary focus is order taking. You will be responsible for assisting our guests with placing their food and beverage orders correctly as well as collecting payment and dispensing change accordingly. You will be asked to assist with various cleaning duties such as sweeping, mopping, sanitizing and disinfecting various contact surfaces as well as washing dishes and disposing of garbage. The working environment itself is always outdoors. Please keep in mind that weather conditions can significantly impact the flow of business on any given day.

### **MAIN DUTIES:**

- Greet all guests with a smile!
- Cashier (responsible for the cash drawer as well as handling payments & receipts).
- Assist guests with placing various food and beverage orders.
- Ensure proper signage is posted for hours of operation day to day.
- Explain menu options in detail and answer any customer questions that may arise.
- Setup, breakdown and cleaning of server window, ledge and equipment used.
- Restock supplies depleted as needed throughout the shift.
- Keep all areas of the café clean and sanitary at all times.
- Sweep and mop the floor at the end of each shift.
- Collect any and all trash to be discarded at the end of each shift.
- Assist with loading the generator onto the truck at the end of the shift.

## **KEY SKILLS AND COMPETENCIES:**

- Punctual.
- Fast learner.
- Detail oriented.
- Possess basic math skills.
- Reliable & dependable.
- Approachable & friendly.
- Self-motivated & focused.
- Great interpersonal skills.
- Excellent communication skills.
- Works well under pressure.
- Ability to work well as a team.
- Comfortable moving at a fast pace.
- Comfortable working in hot or cold environments.
- Works well with minimal supervision.
- Physically capable of lifting heavy items (approximately 50 lbs. or more).

## **QUALIFICATIONS:**

- Must speak English (bilingual is plus).
- Must have a high school diploma or GED.
- Must be able to work mid-mornings to late evenings.
- Must be able to work weekends.
- Familiar with basic sanitation, safety & hand washing practices.
- Exceptional hygiene is a must!
- Must have reliable transportation.
- Must be able to travel to and from all site locations.
- Must be able to work 5-to-8-hour shifts, standing or sitting for long periods of time.

## **ADDITIONAL INFORMATION:**

- This is a 1099 contracted position. Not a W-2 position!
- Our employment contracts run annually from March to mid-December.
- Schedules are posted 2 to 4 weeks in advance.
- You are responsible for keeping track of your own hours.
- Pay rate is based on experience as well as need.
- We **DO NOT** offer health insurance benefits of any kind.

- Two company t-shirts and two black aprons will be issued upon hire and expected to be returned in good condition at the end of employment. If they are not, the amount to replace those items will be deducted from your last paycheck.
- A written 30-day notice is **required** when voluntarily terminating your contracted employment early.