

Tota Ma's

JOB OPPORTUNITY

Summer Student Barista/ Food preparation Assistant

JOB DESCRIPTION

- Must Be A CEGEP Student Registered With KSSEP
- Willing To Learn About Food And Beverage Prep
- Have Passion For Great Food And Take Pride In Finished Product
- Prepare Ingredients For Grab And Go Dishes
- Restock Grab And go Fridges And Pastry Display
- Ensure The Fridges And Pastry Display Are Looking Neat At All Times
- Strong Organisation Skills And Prioritisation
- Excellent Verbal And Written Communication
- Ability To Work Independently And In Team Settings
- Basic Mathematical Skills
- Willing To Work A Flexible Schedule
- Ability To Work In A Fast-pace Environment
- Owning A Valid Driver's License And Having Access To A vehicle Is An Asset

DURATION:

10 Weeks May 27, 2024- August 5, 2024

HOURS:

30 Hours Per Week Possible Shifts
Monday- Saturday Between 7:30am- 7:00pm

SALARY:

Bases On KSSEP Summer Student Rates

RESPONSIBLE TO:

Head Barista

DEADLINE TO APPLY: MAY 17

Please send your resume and letter of Intent To: Keanna.Goodleaf@kcdc.biz

Or

Drop your resume and letter of intent at: Tota Ma's Cafe





JOB DESCRIPTION

<u>POSITION:</u>	Tóta Ma's Café Barista
<u>IMMEDIATE SUPERVISOR (1):</u>	Barista/Food Preparation Assistant
<u>IMMEDIATE SUPERVISOR (2):</u>	Tóta Ma's Café Manager
<u>DATE:</u>	April 2024

GENERAL ACCOUNTABILITY:

Working under the direct supervision of Head Barista, the Tóta Ma's Café Barista will promote coffee consumption by educating customers; selling coffee and coffee grinding and brewing equipment, accessories, and supplies; preparing and serving a variety of coffee drinks, along with pastries and cookies.

EDUCATION AND EXPERIENCE REQUIREMENTS:

High School Diploma.

Candidates may also be considered with: 1-3 years work experience.

QUALIFICATION REQUIREMENTS:

- **Listening**
- **Verbal Communication**
- **Customer Focus**
- **Customer Service**
- **Basic Safety**
- **People Skills**
- **Action Oriented**
- **Detail Oriented**
- **Organization**
- **Selling to Customer Needs**
- **Attendance & Punctuality**
- **Client Relationships**

ASSETS

- **Have passion for great food and take pride in finished product**
- **Strong organizational skills and prioritization**
- **Knowledge about food preparation**

- **Previous work experience as a Barista or Waiter/Waitress**
- **Hands-on experience with brewing equipment**
- **Knowledge of sanitation regulations**
- **Flexibility to work various shifts**
- **Basic math skills**
- **Excellent communication skills**
- **Valid drivers license and access to a vehicle**

MAJOR RESPONSIBILITIES:

- Prepare ingredients for grab and go dishes
- Restock grab and go fridges and pastry display
- Ensure the fridge and pastry displays are looking neat at all time
- Enhances coffee shop reputation by accepting ownership for accomplishing new and different requests; exploring opportunities to add value to job accomplishments.
- Welcomes customers by determining their coffee interests and needs.
 - Educate customers by presenting and explaining the coffee drink menu
 - Describe menu items to customers, suggest products they might like
 - Define new and expanded services and products
- Makes customers feel comfortable and welcomed by practicing excellent customer service.
- Prepares and sells coffee drinks by following prescribed recipes and preparation techniques for coffee drinks, such as espresso, lattes, and cappuccinos.
- Prepares and sells snacks and foods
 - Wrap, label, and date snacks
 - Weigh, grind, and package coffee beans for customers
- Maintains safe and healthy work environment by following organization standards and sanitation regulations.
 - Wash hands often
 - Take out the garbage, compost, and recycling as needed
- Keeps equipment operating properly by following operating instructions
 - Troubleshooting breakdowns
 - Performing preventive maintenance
 - Check temperatures of freezers, refrigerators, or heating equipment
- Ensure proper operation of café by performing opening and/or closing duties as described, as well as completing task lists in full. (SEE APPENDIX A)
- Maintains clean and well stocked café tools and supplies
 - Restock resale items as needed
 - Restock snack foods as needed
 - Maintain clean cups, plates, utensils, etc.
 - Restock self serve area as needed
- Updates job knowledge often
 - Participate in educational opportunities
 - Reading coffee, retail trade, and food service publications
 - Maintaining personal networks
 - Watching coffee videos, etc.

- Receive and process customer payments
- Communicate customer feedback to managers and recommend new menu items
- Report any maintenance needs to manager.

Application Deadline: Friday, May 17, 2024

**Send Resume and Cover Letter to Keanna Goodleaf, Tóta Ma's Café Manager,
keanna.goodleaf@kedc.biz**

ACKNOWLEDEMENTS:

Employee

Date

Head Barista

Date

Tóta Ma's Café Manager

Date

Program Manager

Date