

The Southern Baptist Theological Seminary

Position Description

Position Title: Founder's Cafe Assistant

Department: Dining Services

Position Code: I0502

Date Prepared: 1/4/18

FLSA Status: Exempt Non-Exempt

Full Time: Yes No

JOB SUMMARY:

The responsibility of the assistant is to serve our guests with excellent food and dining experience.

ESSENTIAL JOB FUNCTIONS:

The employee in this position will have the following essential job functions:

- Assist in food prep
- Greet guests and process transactions at the POS cash register.
- Maintain appearance of the Founders Cafe'
- Keep work area neat and clean
- Clean, sanitize, and organize dishes
- Empty trashes, sweep, and mop
- Rotate and organize inventory items
- Follow check lists and supervisors instructions

Perform other duties as may be assigned by supervisor.

EDUCATION:

Some basic education is required.

EXPERIENCE:

One year customer service experience is preferred.

SUPERVISION:

This position does not require employee to supervise anyone.

This person is supervised by the Service Manager.

WORK ENVIRONMENT:

This is a kitchen work environment; expect to be on your feet for long periods of time. Also must be able to lift at least 25 lbs.

EQUIPMENT:

The person in this position will use the following equipment:

Convention Ovens, Kitchen Utensils Coffee and Tea Brewers, Espresso Machine, Ice Machine, Cash Register and Cleaning Equipment.