



Job Title: HeBrews Cafe Staff
Status: Part-time

Department: HeBrews
Reports to: Guest Relations Manager

Position Summary: The main function of a HeBrews Cafe employee is to assist in front of house operation of the Cafe by taking orders, making specialty coffee drinks, serving and preparing snacks, and maintaining the cleanliness of the storefront and behind the counter.

General Purpose: To provide an excellent cafe experience for Skycroft retreat guests in a clean and pleasant atmosphere.

Specific Duties & Responsibilities:

- Greet and welcome customers
- Take orders and provide information on menu items
- Prepare and sell coffee and specialty drinks, milkshakes, hand-dipped ice cream and other food items.
- Maintain a calm demeanor during periods of high volume or unusual events to keep store operating to standard
- Operate cash register
- Ensure equipment is cleaned and properly maintained
- Clean and restock work areas including washing and sanitizing dishes, sweeping, mopping, cleaning tables and counters, etc.
- Maintain the cleanliness, health and safety standards of Skycroft as well as those mandated by the state and county health departments
- Perform other duties as assigned

Minimum Qualifications

- Desire to work in the Food Service Industry
- Ability to work cohesively with co-workers as a team
- Initiative to identify and complete tasks without prompting
- Good character, practicing integrity and adaptability
- Weekend availability required

Other Qualifications

- Previous experience in food service strongly preferred but not required

Physical Demands: While performing the duties of this job, the employee must be able to physically lift up to 25 pounds and will be required to stand and walk for long periods of time; use hands; reach with hands and arms; stoop; kneel; crouch; handle cold or hot items; handle sharp objects; and talk, see and hear.

Work Environment: While performing the duties of this job, the employee works regularly indoors and may work under extreme variations in temperature. The employee may work with or around commercial food preparation or cleaning equipment. The employee may occasionally

work with toxic or caustic chemicals such as cleaning sprays. The noise level ranges from quiet to loud.

General sign-off: This employee is expected to adhere to all company policies of Skycroft Conference Center and the Baptist Convention of Maryland/Delaware

I have read and understand this explanation and job description.

Signature: _____ Date: _____