

## JOB DESCRIPTION

### POSITION TITLE

MOCAD Café Employee

### ORGANIZATION

The following job description identifies the core activities of the job.  
Job responsibilities may vary from time-to-time.

### CLASSIFICATION

Part-time up to 29 hrs/week and during special events as needed  
\$11/hr + tips

### SUPERVISOR

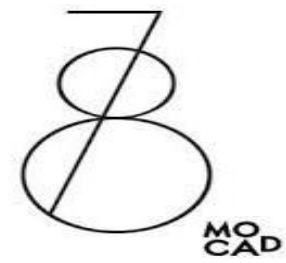
Café Supervisor

### Qualifications

- A minimum of 1 year of relevant sales, banquet, catering, and/or cafe experience, including customer service, and basic knowledge of accounting procedures.
- Excellent interpersonal skills with a friendly attitude and ability to work on a team.
- Ability to be orderly and a thorough cleaner.
- An interest in healthy, well-prepared food and coffee.
- Basic knowledge of food sanitation requirements.
- Working knowledge of Apple OSX, MS Office Suite (Word and Excel) preferred, as well as comprehension of basic cash register operations. Familiarity with Breadcrumb POS a plus.
- Ability to handle high volume, busy periods.
- Ability to stand for extended periods of time, lift from ground to above shoulder, climb stairs and ladders, bend, stoop, sit, push, pull and perform tasks requiring manual dexterity.
- TIPS and ServSafe certification strongly desired.

### Responsibilities

- Support the operations of the MOCAD Café which include: set-up, clean-up, making coffee drinks, preparing snack foods, refilling supplies, doing dishes, serving customers and financial end-of-day closing procedures.
- Serve as bartender and/or café staff for daily operations and special events.
- Clean up of café area and kitchen, including moving chairs, wiping tables, clearing garbage.
- Help with the ordering and receiving of food and supplies as well as stocking and organizing to ensure proper inventory control and organization.



- Maintains the cleanliness of the cafe to meet or exceed Health Department standards for cleanliness, food handling and sanitation.
- Monitors stocks of food and beverage items and assists with the preparation of inventory supply orders.
- Receives delivered food stocks and supplies, verifying receipt of ordered items.
- Properly maintains and uses all equipment per manufacturer's and company specifications.
- Assist in publicity of café.

If you are interested in applying for this position, please do so in writing to Museum of Contemporary Art Detroit, 4454 Woodward Ave., Detroit, MI 48201 or email [hr@mocadetroit.org](mailto:hr@mocadetroit.org). No phone calls please.