

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 25 hrs/week and during special events as needed
\$11/hr + tips

SUPERVISOR

Café Manager

Qualifications

- A minimum of one 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 neat and orderly, and clean thoroughly.
- Basic knowledge of food sanitation requirements.
- An interest in healthy, well-prepared food and coffee.
- Working knowledge of Apple OSX, MS Office Suite (Word and Excel), Google Apps (Gmail, Calendar, Docs, Sheets), and comprehension of basic cash register operations.
- 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.
- Must be TIPS certified.

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, and stocking and organizing to ensure proper inventory control and organization.
- Maintain a cafe environment which is clean, safe and inviting for customers, and which meets or exceeds Health Department standards for cleanliness, food handling, and sanitation.
- Monitor stocks of food and beverage items and assist with the preparation of inventory supply orders.
- Receive delivered food stocks and supplies, verifying receipt of ordered items.
- Properly maintain and use all equipment per manufacturer's and company specifications.
- Assist in café publicity.

If you are interested in applying for this position, please submit your resume and cover letter by email hr@mocadetroit.org, noting Café Employee in the subject line. No phone calls please.