



Position Description

Café Associate

About MOCAD

The Museum of Contemporary Art Detroit (MOCAD) presents exhibitions and programs that explore the best of contemporary art, connecting Detroit and the global art world. MOCAD is focused on art as a means to nurture social change and human understanding, reflecting our community. We encourage innovative experimentation by artists, musicians, makers, cultural producers, and scholars to enrich all who participate and to educate visitors of all ages in the power of art. Whether from Detroit, or around the world, we welcome creative voices who can guide us to an equitable and inclusive future. We believe that art can change us, and it's our responsibility to hold a space where challenge, acceptance, hope, and beauty can coincide.

MOCAD opened to the public in 2006. It is operated by a staff of roughly 25 employees who work to deliver two to three exhibition and programming seasons per year in both MOCAD's main building and Mike Kelley's Mobile Homestead. MOCAD is an Equal Opportunity Employer.

About the Role

The Café Associate is responsible for welcoming visitors and providing them with excellent customer service in the café, including informing them of the food and beverage options available, preparing and serving orders, helping to maintain cleanliness of the café area, and other duties as assigned. The goal of this role is to help ensure all visitors have a positive and enjoyable experience visiting the Museum.

Classification

Status: Part-time, Non-exempt.

Compensation Range

\$15 hourly + tips, up to 29 hours per week.

Schedule

The normal café schedule matches MOCAD's open hours, Wednesday-Sunday and during special events as needed.

Direct Supervisor

Café + Special Events Manager

Role Responsibilities:

- Support daily café operations, including opening/closing, customer service, sales, coffee and espresso service, food preparation, cocktail service, and cash handling.
- Stock café supplies and receive vendor deliveries, assisting with inventory management to minimize waste.
- Clean and sanitize café and kitchen areas to meet health code standards, including tables, chairs, and removing trash.



- Follow MOCAD's COVID-19 protocols for sanitizing and ensuring a safe environment for visitors and staff.
- Follow recipes and procedures for food and beverage preparation, maintaining consistency and meeting cost goals.
- Maintain and clean café equipment according to manufacturer specifications, reporting any issues for repairs.
- Handle cash and card transactions, performing end-of-day cash drops and ensuring accurate reconciliation.
- Support café preparation for events, ensuring timely service and proper setup for guests, including catering and event-specific needs.
- Assist with special events by preparing and serving food and drinks, ensuring smooth café service, and setting up event spaces.
- Communicate regularly with the Café + Special Events Manager and Assistant about stock, feedback, and operational needs.

Qualifications:

- Must be at least 18 years of age with a minimum of one year of relevant experience in sales, banquets, bars, catering, and/or cafés, including customer service and basic knowledge of accounting procedures and cash handling.
- Must be prompt, prepared, and ready to work at the beginning of each shift, maintaining a neat, orderly appearance and work environment.
- Knowledge of food sanitation requirements and the ability to clean thoroughly and efficiently.
- ServSafe certification is required (can be completed after hire if necessary).
- Must be able to work independently and have weekend availability.
- Physically able to stand for long periods, lift items from ground to above shoulder height, climb stairs and ladders, bend, stoop, sit, push, pull, and perform tasks requiring manual dexterity.

Desired Skills & Experience:

- Espresso and/or cocktail experience preferred, along with a genuine interest in well-prepared food and coffee.
- Excellent interpersonal skills with a friendly attitude, strong teamwork abilities, and a professional demeanor.
- Must be independent and able to work shifts alone.
- Capable of handling high-volume, busy periods while remaining calm and organized.

To apply for this role, please email your resume and cover letter to jobs@mocadetroit.org as a PDF. Sorry, we are unable to respond to phone calls about this position.

The Museum of Contemporary Art Detroit provides equal opportunity to all applicants.