

# **MOUNTAINSIDE BAKERY & CAFÉ**

## **Job Description: Hostess-Register-Beverage Service**

**We are seeking first line order taking staff with experience working in a commercial kitchen. Ideally candidates will have fundamental knowledge of food service and/or coffee shop experience. We are expanding our business and expect to experience very high demand and high volume in a fast-paced kitchen environment.**

**Knowledge of computer-based POS systems required. Our positions pay hourly with AM and PM shifts available.**

### **Responsibilities Include:**

1. Great customer service as our front-of-the-house order intake person
2. Operate restaurant Point of Sale (POS) system
3. Take orders and communicate closely with kitchen staff
4. Track and fill coffee orders
5. Help fulfill bakery orders
6. Work with customers to connect special orders with appropriate kitchen staff
7. Manage table number system – keeping orders moving efficiently
8. Assist coffee operation with specialty coffee drinks and smoothies
9. Responsible for setting up coffee service and maintaining stations throughout the shift
10. Breakdown stations and clean equipment
11. Pay close attention to allergy alerts on tickets and any nutritional needs specific to customer requests
12. Accuracy and speed will be key core competencies working this station
13. Aid with kitchen clean up at the end of each shift
14. Always adhere to food safety, best practices - at all times - such as wearing gloves for any ready to eat foods
15. Prepared to work in a fast-paced environment
16. Working at least one weekend day is expected
17. Dependability and excellent interpersonal skills are key
18. Communicate to all personnel in a professional and positive manner
19. Escalate any concerns to Food Director or Team Captain