



**Position Title:** Part-Time Café Assistant  
**Reports To:** Restaurant Manager  
**Department:** Culinary Arts Institute  
**Prepared By/Date:** Martha Arrieta/03/10/2011  
**Approved By/Date:** John Richards/03/14/2011  
**Revised:**

**Job Code:** 8300  
**Job Group:** Class-R  
**Salary Grade:** C1  
**FLSA Status:** Non-Exempt

**Summary:**

This position provides food and beverage services to students, faculty, and staff coming to the Café at the Miami Culinary Institute. Duties include light preparation of food, coffee and other beverages. Processes cash and credit card transactions. Stocks items necessary for the Café operation. Responsible for the cleanliness and maintenance of the Café dining room.

**Essential Duties and Responsibilities:**

- Processes Credit Card and Cash orders correctly and in a timely manner
- Prepares beverage orders according to specified recipes and presentation instructions
- Prepares food orders according to specified recipes and presentation instructions
- Expedites orders to the tables and busses tables as needed to maintain a clean dining room
- Maintains a clean and orderly Café and prep room
- Performs other duties as assigned

**Knowledge, Skills and Abilities:**

- Excellent communication and customer service skills
- Ability to interact effectively and diplomatically with a diverse population
- Knowledge of light food and beverage preparation
- Knowledge of basic arithmetic
- Ability to effectively count and handle currency
- Ability to assist customers in a timely manner
- Ability to work well in a multi-ethnic and multi-cultural environment to include students, faculty and staff

**Work Environment:**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.

While performing the duties of this job, the noise level in the work environment is usually moderate.

**Physical Demands:**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to sit and reach with hands and arms. The employee is regularly required to use hands to finger, handle, or feel objects, tools, or controls; talk or hear; and stand and walk.

Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

The employee must be able to stand for long periods of time, as well as lift/carry, push/pull up to 40 lbs.

**Essential Personnel:**

Non-Essential

**Minimum Requirements:**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily.

- High School Diploma or equivalent GED

**ACKNOWLEDGEMENT**

I have read and acknowledge receipt of a copy of my job description.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Printed Name