

Excelsior Springs Community Center Job Description

Wellness Cafe Server

Status: Part-time

Supervisor: Operations Manager

Summary: The Wellness Cafe Servers take orders, prepare and serve food and beverages to patrons at the cafe. Communicate with customers to resolve complaints or ensure satisfaction.

Minimum Qualifications

- Must be at least 16 years of age.
- Must have excellent communication skills including phone skills.
- Strong computer skills with the ability to adapt to new software is required.
- Able to make independent and sound decisions in a fast paced environment.
- Able to work with diverse groups of people in a friendly and consistent manner.
- Able to reflect a positive attitude and provide excellent customer service.
- Basic math skills in handling fees.
- Hours for this position will vary to include weekdays, weeknights, weekends and holidays. Flexibility is a must.

General Responsibilities

- Knowledgeable of ESCC Policies and Procedures .
- Ensure that the cafe is maintained according to sanitation and cleaning standards.
- Present menu, answer questions and make suggestions regarding food and beverage
- Serve the Guest in an accommodating manner
- Assist in keeping the restaurant clean and safe
- Must follow all cash handling policies and procedures
- Maintain a cafe environment that is clean, safe and inviting for customers.
- Greet members, participants, staff and general public in a friendly and courteous manner.
- Other duties as assigned by the supervisor.

Grade: A