

Kaffee Meister

Job Title: Kitchen Assistant	Job Code: 200
Department:	Job Grade: 2
Revision Date: 11/16/2021	Fair Labor Standards Act (FLSA): Non-Exempt

Position Overview

Kitchen Assistants should be able to demonstrate prior experience in a kitchen, restaurant, or retail environment. All employees of Kaffee Meister are expected to display a willingness to learn, professionalism, friendliness to customers and co-workers, and a commitment to the philosophy of Kaffee Meister, which includes a desire to promote coffee, quality, and community within the realm of a coffee shop environment.

Kitchen Assistants are at will employees and may be terminated at any time without reason. The position may or may not lead to a higher level of employment.

Essential Job Functions

45% Kitchen Maintenance

- Assist in the care and maintenance of the facility, including bathroom, scullery, storage room, kitchen, and dining area, including dusting furniture, lights and merchandise; cleaning windows, cleaning tables and chairs
- Clean floors, including lifting buckets of water, moving heavy mats, and sweeping, vacuuming, and mopping large areas
- Wash, rinse, sanitize and put away dishes and kitchen utensils
- Assist in opening and closing of shop, including moving tables, chairs, mats, and signs from the interior to the exterior of the dining area and back again.

50% Food Service

- Process customer orders, including use of the POS, Kaffee Meister's food ordering system, taking money and making change, and bussing tables.
- Assist in preparing and serving all beverages and food items in a safe and effective manner, including the operation of blenders, microwaves, and soup warmers, ovens, and the correct use of sharp kitchen tools.
- Ensure that all food and drinks given to customers are up to Kaffee Meister standards.

5% Management

- Restock supplies, including lifting and moving incoming boxes of supplies, food, and merchandise.
- Receive, review, and put away incoming shipments of food, supplies, and merchandise
- Attend and participate in all required staff and kitchen assistant meetings

Non-Essential Job Functions

- Answer phone and take messages as needed in a professional manner

Requirements

Kitchen Assistant Job Description - 2020

- Attention to detail
- Ability to take instructions and assist team members with tasks
- Ability to identify needed tasks and then complete them
- Climb short ladders
- Successful completion of the State Food Handlers Course/Exam
- Cleanliness
- Punctuality
- Friendliness and professionalism
- Speed
- Multi-tasking
- Ability to make change and complete basic math computation
- Problem solving
- Must be legal to work in the United States
- Must be 18 years of age or able to provide a work permit as proof of eligibility to work

Other Skills/Abilities

- Must be able to read and follow technical directions
- Fast learner

Working Conditions

- Lift equipment up to 40 pounds
- Climb short ladders
- Stand for prolonged periods of time
- Work with a variety of cleaning chemicals and supplies
- Warm work conditions
- Confined and restricted work environment
- Work with sharp and hot equipment
- Work in a fast-paced environment
- Handle multiple commands and prioritize them
- Work multiple locations
- May be required to stay later if things are busy
- May be required to go home early if things are slow

<p>NOTE: This job description is not intended to be all-inclusive. Employee may perform other related duties as negotiated to meet the ongoing needs of the organization.</p>
--