

Kaffee Meister

Job Title: Trainee -Coffee Shop	Job Code: 100
Department:	Job Grade: 1
Revision Date: 03/31/2021	Fair Labor Standards Act (FLSA): Non-Exempt

Position Overview

Trainee is the foundational level of training at Kaffee Meister. No previous experience is necessary to be employed as a trainee, but 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.

Trainees 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

75% 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

20% Food Service

- Assist in the processing of customer orders, including use of the POS, food ordering system, and bussing tables
- Assist in preparing and serving all beverages and pre-made pastry and food items in a safe and effective manner, including the operation of blenders, microwaves, brewers, ice machines, etc.
- Ensure that all food and drinks given to customers are up to Kaffee Meister standards

5% Management

- Assist in the restocking of supplies, including lifting and moving incoming boxes of supplies, food, and merchandise
- Assist in receiving, reviewing, and stocking the coffee bar with incoming shipments of food, supplies, and merchandise
- Attend and participate in all required staff and trainee meetings

Non-essential Job Functions

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

Requirements

- Legal to work in the United States
- 18 years of age or provide a work permit as proof of eligibility to work

- Successful completion of San Diego County Food Handlers Exam
- Cleanliness
- Punctuality
- Attention to detail
- Ability to take multiple-step instruction
- Friendliness and professionalism

Other Skills/Abilities

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

Working Conditions

- Lift equipment up to 40 pounds
- Stand for prolonged periods of time
- Climb short ladders
- 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
- 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>
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