

# Kaffee Meister

Job Title: Trainee - Food Preparation	Job Code:101
Department:	Job Grade:1
Revision Date: 03/31/2021	Fair Labor Standards Act (FLSA): <b>Non-Exempt</b>

## 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 maintenance of kitchen equipment, tools, dishware and overall kitchen cleanliness. May include bussing and cleaning tables and chairs, washing dishes and kitchenware (both manually and with dishwasher)
- Assist in preparing and serving all 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 given to customers is up to Kaffee Meister standards
- Prepare various ingredients for use by bakers and cooks in the production of recipes

### *5% Management*

- Assist in the restocking of supplies, including lifting and moving incoming boxes of supplies, food, and merchandise
- Assist in receiving, reviewing, and putting away 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 State Food Handlers Course/Exam
- Cleanliness
- Punctuality
- Attention to detail
- Ability to take multiple-step instruction
- Friendliness and professionalism
- Teachable
- Good team worker

## **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

**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.