

Kaffee Meister

Job Title: Barista Apprentice	Job Code: 300
Department:	Job Grade: 3
Revision Date: 11/16/2012	Fair Labor Standards Act (FLSA): Non-Exempt

Position Overview

Barista Apprentice precedes Barista in levels of employment at Kaffee Meister. Barista apprentices should have experience in the food industry but do not need to have prior experience with espresso. They receive training from Kaffee Meister baristas in the art of espresso and as they progress, they serve in an assistant role to baristas.

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.

Barista Apprentices 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

40% Kitchen Maintenance

- Maintain and care for the facility, including bathroom, scullery, storage room, 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

- Prepare and serve a variety of beverage and food items in a safe and effective manner, including the operation of blenders, ovens, and the correct use of sharp kitchen tools
- Process customer orders, including use of the POS, food ordering system, taking money and making change, and bussing tables
- Assist in the production of espresso-based drinks, including steaming dairy and pulling shots as proficiency is gained
- Make all non-espresso based drinks independently
- Warm and serve premade pastries and food items

10% Management

- Restocking of supplies, including lifting and moving incoming boxes of supplies, food, and merchandise
- Receiving, reviewing, and putting away incoming shipments of food, supplies, and merchandise
- Attending and participating in all required staff and kitchen assistant meetings

Non-essential Job Functions

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

Requirements

- 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 provide a work permit as proof of eligibility to work

Other Skills/Abilities

- Must be able to read and follow technical directions

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
- Work on high pressure, hot espresso machine
- Must be able to see in steam pitcher at 4'5" high with or without reasonable accommodation
- Must be able to reach items at 6' high with or without reasonable accommodation

<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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