

Instructions for Applying

Thanks so much for your interest in being a part of our Kaffee Meister team in Hayden, Idaho!

- 1) Below you will find brief descriptions of the various job opportunities so that you can identify which one best fits your skills and interests.
- 2) Once you know the position(s) for which you would like to be considered, print off the application form and fill it out completely. Please do not leave any questions unanswered.
- 3) Scan your completed application. If you would like to include your resume or more job experience include these in a single file with your application.
- 4) Email your application to leslie@kaffeemeister.com and type "Application for Employment - Idaho" in the subject line.
- 5) After your application is received, a confirmation email will be sent to you confirming receipt and providing instructions for your next step in the hiring process.

The Hiring Team, Kaffee Meister - Hayden

Job Opportunities

Baker

The Baker is a member of the kitchen crew. Bakers are responsible for mixing and baking ingredients to produce a variety of baked goods (gf muffins, granola, cookies, bread etc.) for the shop. Bakers also produce mixes to be baked by other staff and prepare the syrups used in beverage making. Bakers should be able to read, follow, and create recipes. They should be able to perform math skills required to multiply ingredients for batches. Bakers also are responsible for reporting and reviewing inventory needs, ordering needed supplies, and communicating effectively with other members of the bakery/production team. Products prepared by Bakers should demonstrate proficiency in quality and consistency. Bakers must display diligence, cleanliness, confidence and the ability to work efficiently, and should give great attention to avoiding cross contamination when mixing, baking, and storing gluten free products.

Cook

The Cook is a member of the kitchen crew. Cooks prepare meals and follow establishment recipes. Duties include preparing ingredients, adhering to the restaurant menu, and following food health and safety procedures. Cooks also clean and assist other staff in delivery of food orders in a moderately-paced environment. Work may include operating a grill, oven, or range, or other kitchen equipment. Previous experience in a team environment and various cooking methods preferred. Cooks also are responsible for reporting and reviewing inventory needs, ordering needed ingredients, and communicating effectively with other members of the food production team. Cooks should demonstrate proficiency in quality and consistency in the products they prepare. They must display diligence, cleanliness, confidence and the ability to work efficiently, and they should give great attention to avoiding cross contamination when preparing food. Cooks should follow safety protocols when working in the kitchen.

Kitchen Assistant

Kitchen Assistants should be able to demonstrate prior experience in a kitchen, restaurant, or retail environment. Kitchen Assistants support the Cook in completing customer food orders. They maintain kitchen cleanliness and complete ingredient preparation tasks for both bakers and cooks.

Trainee - Kitchen

Trainee is the foundational level of training at Kaffee Meister. Trainees may serve as assistants to the Baker, the Cook, or to Kitchen Assistants as they put together customer orders. 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. *No previous experience required, but a willingness to learn is essential.*

Barista

Baristas oversee the coffee bar. They must be able to demonstrate prior experience creating espresso-based drinks in a coffee shop environment or have completed an introductory Kaffee Meister barista training. They must demonstrate mastery of espresso shots and consistency in dairy steaming consistency (quality and temperature and simple latte art). In addition to preparing all Kaffee Meister beverages, they also will prepare and serve premade pastries and simple food items. Baristas take customer orders, handle financial transactions, and deliver customer orders. They must display diligence, confidence and the ability to work efficiently. A general awareness, initiative, and a sense of self-sufficiency is necessary.

Barista Apprentice

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 will receive training from Kaffee Meister baristas in the art of espresso and as they progress, they serve in an assistant role to baristas. In addition to supporting the production of all Kaffee Meister beverages, Barista Apprentices will prepare and serve premade pastries and simple food items. They take customer orders, handle financial transactions, and deliver customer orders.

Trainee - Coffee Bar

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. *No previous experience required, but a willingness to learn is essential.*



Application for Employment

PLEASE TYPE OR PRINT.

Position Applying For:	Name (Last, First, Middle):	Other names under which you have attended school or been employed:	
Street Address:		City, State & Zip:	
E-Mail Address:		Home Phone:	Cell Phone:
Are you eligible to work in the United States?	<input type="checkbox"/> Yes <input type="checkbox"/> No		
Are you currently employed? If Yes, where?	<input type="checkbox"/> Yes <input type="checkbox"/> No	If YES, what is your current job title & department?	
Are you related to any current Kaffee Meister employee?	<input type="checkbox"/> Yes <input type="checkbox"/> No	If YES, please list name & relationship to you.	
How did you learn about this employment opportunity at Kaffee Meister?			

EDUCATION

Name of School	City/State	Did you graduate?	If No, # of years left to graduate	Degree received	Major
High School:		<input type="checkbox"/> Yes <input type="checkbox"/> No			
GED:		<input type="checkbox"/> Yes <input type="checkbox"/> No			
Other School:		<input type="checkbox"/> Yes <input type="checkbox"/> No			
College:		<input type="checkbox"/> Yes <input type="checkbox"/> No			

SKILLS: Please list technical skills, clerical skills, trade skills, etc., relevant to this position.

WORK EXPERIENCE-Please detail your work history for the last 10 years. Begin with your current or most recent employer. Attach additional sheets if necessary.

PLEASE NOTE: Kaffee Meister reserves the right to contact all current and former employers for reference information.

Dates Employed (most recent position) From: To		<input type="checkbox"/> Full time <input type="checkbox"/> Part-time If part-time, # hrs./wk: <input type="checkbox"/>	Title:
Organization Name and Address:		Contact my current references: <input type="checkbox"/> At any time <input type="checkbox"/> Only if I am a finalist candidate	
Supervisor's Name, Title and Phone #:	Other Reference Name, Title and Phone #:	Reason for Leaving:	
Primary duties:			
Dates Employed (next most recent position) From: To		<input type="checkbox"/> Full time <input type="checkbox"/> Part-time If part-time, # hrs./wk: <input type="checkbox"/>	Title:
Organization Name and Address:		Contact my current references: <input type="checkbox"/> At any time <input type="checkbox"/> Only if I am a finalist candidate	
Supervisor's Name, Title and Phone #:	Other Reference Name, Title and Phone #:	Reason for Leaving:	
Primary duties:			

AVAILABILITY IS VERY IMPORTANT. Please list shifts and locations for which you would be available:
TIMES: I can open (as early as 6:00 a.m.) _____ I can close (as late as 7:30 p.m.) _____
DAYS: Monday _____ Tuesday _____ Wednesday _____
 Thursday _____ Friday _____ Saturday _____
 Sunday _____
Please list any times during which you would NOT be available:

Do you plan to be available during the Holiday season? _____

PLEASE READ CAREFULLY AND SIGN THAT YOU UNDERSTAND AND ACCEPT THIS INFORMATION.
 I certify that the information on this application and its supporting documents is accurate and complete. I authorize The Kaffee Meister to investigate, without liability, all statements contained in this application and supporting materials. I authorize references and former employers, without liability, to make full response to any inquiries in connection with this application for employment. I understand that this document is NOT an offer of employment, and that an offer of employment, if tendered, does NOT constitute a contract for continued guaranteed employment. I understand that staff employees of Kaffee Meister serve at-will, and the employment relationship may be terminated at any time by either party, for any or no reason, other than a reason prohibited by law. If employed, I will be required to furnish proof of eligibility to work in the United States and to comply with company regulations.

Applicant Signature: _____ Date: _____