



FABLED BOOKSHOP & CAFE
BARISTA/BARTENDER JOB DESCRIPTION

**The purpose of this position is to serve a culture of utmost hospitality through
*Outstanding "Every-step" customer service, and
High-quality food and drink offerings.***

This position is Part-time (12-25 hours/week) and requires availability on weekdays, weeknights, weekends, and holidays.

OVERVIEW OF POSITION

- Prepare and serve any food items ordered from the cafe.
- Fulfill drink orders in an efficient yet thorough manner, ensuring each order is made the right way every time.
- Keep bar area clean and tidy while shift, and perform shift duties thoroughly at the beginning and end of each shift.
- Bus and wipe down cafe tables, keeping the cafe areas clean and ready for the next customer. This will include taking out trash, cleaning the bathrooms, and other tasks not "drink/food" related.
- Welcome and serve each customer with intentionality and thoughtfulness.
- Communicate to Cafe Manager any inventory needs or staffing issues.
- Maintain a thorough and current knowledge of drink and food offerings, continually growing in your expertise and ability to communicate to customers about our products.

QUALIFICATIONS

- Must be able to lift 30 pounds, as this job is physical and will require moving inventory, kegs, etc.
- Must be able to be active and on your feet for several hours at a time

Buzz words for this position

- Engaging and welcoming
- Multi-tasker
- Attentive to detail
- Excellent work ethic
- Self-motivated
- Enjoys people of all ages and types
- Helpful
- Team-player