

Cafe Associate

The Cafe Associate's primary responsibility is to provide quick yet efficient customer service to all patrons who visit the Atlas Cafe. The Cafe Associate must be able to work weeknights and weekends as most shifts take place during those times.

Read the full position description [here](#).

To apply, please submit the following via email to humanresources@atlasarts.org:

- 1) Cover letter
- 2) Resume
- 3) Three professional references

CAFE ASSOCIATE (FULL DESCRIPTION)

Individual will report to Atlas Performing Arts Center's Special Events Manager

Status: Part-time (non-exempt)

Supervisory: Cafe Volunteer(s)

Essential Duties:

Greeting each and every customer with a fun and positive attitude

Ensuring all service areas are cleaned and fully stocked

Serving customers cafe' items in a quick and efficient manner, while providing excellent customer service

Having a working knowledge of all available cafe items and how they should be served

Comfortable with handling large amounts of cash, as well as credit card purchases

Ensuring the cash drawer is accurate at all times

Ability to learn and use Shopify software with ease

Ensuring that the correct closing procedure is followed (i.e. everything is left clean, tidy, secure and ready for next days' trade)

Qualifications:

Excellent customer service skills required. Strong mathematical skills required along with attention to detail. Must be able to work in a fast paced dynamic environment and capable of multi-tasking. Excellent oral and written communication skills are a must. Knowledge of

Microsoft Office and ability to work with computers and learn new software (Shopify software). Strong communication skills and strong organizational skills and the ability to work independently as well as in a team environment. Ability to obtain a "ServSafe" certificate. Ability to stand for long periods of time and lift 50lbs.

Work Environment: Ability to work in fast-paced, dynamic environment. Must be able to lift up to 25 lbs and climb a ladder. Cafe Associates must be available on weeknights and weekends as performances are during the evening and throughout the weekend.

Salary: Hourly

