

POSITION PROFILE

Position Title: Barista

February 2006

Position Summary: *Describe the positions purpose and overall role in the organization. Identify major job objectives and initiatives.*

- Greets customers, mixes and serves hot and cold beverages such as coffee, espresso, cappuccino, café latte, tea, chai, and fruit blend drinks.
- Arranges coffee bar/cart supplies and cups/mugs to make attractive displays.
- Maintains bar/cart area in a neat and sanitary manner.
- Records all sales, collects money, operates a cash register and follows all cash handling procedures as required.
- May operate a cash register.
- May sell food items.
- May maintain inventory, stock, and requisitions.

Typical Knowledge and Skills: *Identify the qualifications to competently perform the job. List any language(s), software or registrations required to perform this job. Please describe the typical writing, speaking and presentation skills required for this job and identify the audience.*

Applies basic skills and may develop advanced skills using tools and equipment appropriate for the position. Applies basic skills using tools and equipment appropriate for the position. Ability to effectively communicate and receive information in a manner easily understood by fellow employees.

Typical Requirements:

- Education or Equivalent Experience:
- Supervisor/Managerial Experience: None
- Function Specific Experience: No previous experience required.
- Certification Requirements: None

Supervision: *Identify the level of supervision received and provided.*

Supervision Received: Works under direct supervision and follows standard procedures and written instructions to accomplish assigned tasks.

Supervision Provided: None.

Working Conditions: *Describe the physical environment in which the job works and any special physical qualifications required (safety hazards, visual/hearing acuity or unusual conditions).*

Work is performed in an area that is adequately lighted and ventilated.

Physical Demands: Specific physical characteristics and abilities are required to perform the work, such as agility, dexterity and long periods of walking, standing, bending, carrying or lifting supplies and equipment weighing 30 pounds or more.