

CAFÉ SERVER

January 2023

Term:

May 15, 2023 – September 30, 2023

- 1 or 2 full-time positions available
- 2 or 3 part-time positions available
- 1 or 2 casual positions available

The position is a rotational 7 day a week position and will include weekends.

Goals:

To offer IPG visitors a quality, memorable, dining experience.

Summary:

This position will serve hostess and server for the IPG Café. These positions are hired by the Visitor Services Manager and Café Service Lead. These positions report to the Café Service Lead and Visitor Services Manager.

Responsibilities:

- 1) Greet guests as they enter the Café and take their orders
- 2) Use POS system, take cash and/or use debit machines
- 3) Ensure sanitation and food safety practices are followed for both USA and Canada requirements. Inspect supplies, equipment, and work areas to ensure conformance to established standards
- 4) Ensure cleanliness of the cafe and patio area is maintained
- 5) Other duties as assigned

Qualifications:

- 1) Experience working in a café or restaurant setting
- 2) Customer service experience
- 3) Experience working with cash and debit machines
- 4) Ability to work as part of a team
- 5) Have strong interpersonal communication skills, and attention to detail
- 6) Ability to work effectively under high pressure and high expectations

Working Conditions and Physical Effort

- 1) Moderate physical activity. Requires handling of average weight objects up to 25 pounds. Ability to stand and/or walk for more than four (4) hours per day
- 2) Limited exposure to physical risk
- 3) Work is normally performed in a typical interior/office work environment

Reports to:

Café Server Lead & Visitor Services Manager