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**POSITION: Café Assistant**

**REPORTS TO: Café Coordinator**

**HOURS / WEEK: Part time**

**SALARY:**  **Depends on Experience**

**GENERAL RESPONSIBILITIES:** Under direct supervision of the Café Coordinator the Café Assistant is responsible for processing and serving food and providing excellent customer service to Chop’s members and outside organizations that use the facilities; complying with county health codes; cash management; and cash register reconciliation. The Café Assistant is also responsible for member behavior management, mentoring teens and will act as a Facility Attendant when needed.

**KEY RESULT AREAS:**

* Prepares and serves pre-made food service and cleans café equipment.
* Prepares food from recipe for sale.
* Operates fryer and other commercially graded kitchen equipment.
* Inspects all food to maintain quality standards and sanitation according to county health regulations.
* Removes food and cleans counters and work areas.
* Accurately reconciles all cash transactions to cash register tapes.
* Inventories supplies on hand at end of each day or other designated period.
* As needed, confers with Café Coordinator to properly implement menus for Club 509 events and Chop’s events as well as refreshment needs for outside usage.
* Provides mentoring for teens in a safe, healthy and age-appropriate environment resulting in a positive experience for teens.
* Responsible for adhering to Chop’s Code of Conduct, safety and emergency procedures, and all regulations pertaining to sanitation regulations.
* Actively participates in staff meetings, activities and training sessions.
* Reports criminal and medical emergency incidents to proper authorities or EMS, and logs all incident reports.
* Other responsibilities as needed

**MINIMUM QUALIFICATIONS:**

* Ability and high comfort level in cash handling and preparing food.
* Minimum 18 years of age.
* Knowledge and experience working effectively with and relating to, teens ages 12 to 18.
* Fingerprint clearance through California Department of Justice.
* First aid and CPR certification required with 90 days of employment.
* Ability to read and interpret documents such as food safety regulations, safety rules, operating and maintenance instructions, and procedure manuals.
* Ability to speak effectively before groups of teen members, customers or employees of organization.
* Ability to understand and follow Chop’s safety and security policy and procedures.
* Must obtain Food Handlers Certificate within 90 days of employment.

Submit cover letter and resume to Program Director, Kevin Anderson: [kevina@chopsteenclub.org](mailto:kevina@chopsteenclub.org)