

The Freeman Stage

Seasonal Cafe Attendant Job Description

JOB SUMMARY

Responsible for the execution of food and beverage sales for the Freeman Stage while providing exceptional customer service. Seasonal Cafe Attendants report directly to the Food and Beverage Supervisor.

RESPONSIBILITIES

- Must be knowledgeable about The Freeman Stage, it's programs, venue policies and safety plan and be able to communicate information in a courteous manner
- Support Standards for Excellence accreditation, processes and other nonprofit accreditations that further the expertise and effectiveness of the Joshua M. Freeman Foundation
- Provide exceptional customer service for Freeman Stage patrons, volunteers and staff
- Possess a working knowledge of food and beverage menus, including items for sale and prices
- Execute proper cash handling including counting banks, executing transactions and preparing deposits
- Properly uses and maintains all Cafe equipment
- Complete light food prep and provide service in compliance with Health Department and ServSafe regulations
- Other duties as assigned

QUALIFICATIONS

- Employees (Applicants) must be 21 or older
- Experience in cash register operation, cash handling and keeping accurate financial records is preferred
- Prior restaurant or hospitality experience is preferred
- Must have a good work ethic and the ability to work without direct supervision.
- Must possess good time management and communication skills
- Must be able to follow directions, both oral and written
- Must be able to establish and maintain an effective working relationship with the public, other employees and volunteers
- Must be able to stand and walk for several hours at a time
- Must be able to lift up to 25 pounds
- Must be able to work a flexible schedule, including nights, holidays and weekends

REQUIREMENTS

- Must possess or obtain Delaware Alcoholic Beverage Server certification
- Must successfully complete all required employment forms
- All staff are expected to remain professional at all times
- All staff are expected to adhere to and respect the Mission, Core Purpose and Vision of the Joshua M. Freeman Foundation

COMPENSATION

Hours are event driven, including: nights, weekends and holidays. Wages to be determined upon hiring. All candidates for hire will be given a contingent offer letter that must be signed and returned. Offers of employment are contingent pending background check.

Please send a completed application to Nick Sterrs at nick@freemanfoundation.org