The Jewish Community Center of Greater Columbus, OH 43209

JCAFE EXPRESS SALES POSITION DESCRIPTION

Position Title: JCafe Express Sales **Dept No**: 143324 **Department**: Food Services
Personnel Code: Support Staff **Status**: Non-Exempt **Supervisor**: Director of Food Services

Mission Statement:
The Jewish Community Center of Greater Columbus is a human service agency offering a varied program that is Jewish in nature. It is committed to enhancing the quality of individual and family life through the promotion of physical, intellectual and spiritual wellness. It provides educational and cultural programs that reflect the Jewish heritage, health related activities and many services to the community at large. Through its wide array of programs, the JCC pursues its mission of strengthening the individual, family and community.

Revised by the Board of Trustees on April 16, 2012

Vision Statement:
The JCC nurtures a passion for Jewish learning and living. Through programs and services, the JCC provides comfortable and inviting environments in which the community can thrive.

Revised by the Board of Trustees on April 16, 2012

Agency Expectations:
- To support the mission of the JCC.
- To insure the highest quality of programs and services and possess a working knowledge of agency programs and services.
- To represent the agency and provide the highest quality of customer service to the individuals and groups with whom you come into contact.
- To treat fellow staff with respect.
- To adhere to all policies and practices provided in the employee handbook.
- To wear JCC Staff ID badge and attend appropriate staff meetings.

Position Summary: J Cafe Express Sales will staff the lobby snack and beverage cart and provide outstanding customer service to members and employees.

Qualifications:
1. **Knowledge and Education - Minimum Required or Preferred**: High school diploma or GED required.
2. **Experience - Minimum Required or Preferred**: Barista or hospitality experience preferred.
3. **Special Skills**: Must be able to operate a computerized sales system. Must be able to perform basic math skills. Ability to confidently interact with diverse population. Basic food preparation and cooking skills/abilities.

Duties and Responsibilities:
- Responsible to follow check lists to properly open and close the JCafe Express.
- Provide a pleasant atmosphere for members and guests with customer service focus.
- Inform supervisor when items need to be re-ordered.
- General upkeep of work areas including clean, neat and orderly display of goods and storage of supplies.
    - Restock items as necessary.
- Responsible for all cash received during shift.
- Responsible for preparation of food for which previous training has been provided.
- All other duties as assigned.

Acknowledgement:

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Employee's Name Printed

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Employee's Signature Date of Signature