

# Cass County COA

## Job Description

**Job Title:** Café Host (Part Time)

**Job Summary:** Under the supervision of the Director of Nutrition, and the Care Services Team Leader, this position is responsible for dining room preparation and training dining room volunteers.

### **Essential Job Functions:**

1. Operates the cash register, maintains and completes daily records, and delivers the forms and money to the Finance Department.
2. Converses with the clients about the quality of the food and service. Relays feedback to supervisor.
3. May assist with inventory control activities.
4. Assists special needs clients as appropriate.
5. Will be cross-trained to perform other duties within the department to provide assistance as needed.
6. Occasional evening and weekend work to support COA events or catering assignments.
7. Attends department and agency in-services trainings.
8. Follows the agency's safety and health procedures to ensure safe working practices.
9. Performs other duties as assigned.

### **Minimum Qualifications:**

Education: High School diploma or the equivalent

Experience: Prior work in the food industry preferred.

Certifications: Must maintain current CPR, and AED certification. Serv Safe training strongly preferred.

### **Skills and Abilities:**

1. Ability to communicate well with a diverse population of clients and coworkers.
2. Ability to exercise good judgment, emphasizing tolerance, patience and compassion.
3. Ability to work as part of a team with minimal supervision.
4. Ability to maintain confidentiality.
5. Ability to organize work and complete assigned tasks.
6. Ability to operate, or learn to operate, a variety of kitchen equipment
7. Ability to work under pressure in a fast paced environment
8. Ability to perform basic accounting functions.
9. Ability to accept responsibility

*The above statements are intended to describe the **general** nature and level of work being performed by individuals assigned to this position. They also reflect the minimum skills and experience levels associated with performing the essential job functions. They are not intended to be an exhaustive list of all duties, skills and responsibilities of personnel in this position. The qualifications should not be viewed as expressing absolute employment or promotional standards, but as **general** guidelines that should be considered along job related selection or promotional criteria.*

**Physical Requirements:**

Ability to lift containers, or trays of food weighing up to 45 lbs  
Ability to reach, bend, and stoop for food supplies in refrigerator and cupboards.  
Ability to stand for extended periods of time.

*Reasonable accommodations will be made for otherwise qualified applicants unable to fulfill one or more of these requirements:*

**Working Conditions:**

Exposure to hot stoves, hot trays of food, hot water, and steam.  
Works with sharp knives and other utensils.  
Exposure to chemical cleaning products.

*The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.*

Approval: \_\_\_\_\_  
(Chief Executive Officer)

Date: \_\_\_\_\_

Employee Signature: \_\_\_\_\_

Date \_\_\_\_\_

**FLSA Status:** Hourly, Non exempt  
Café Host /  
June2020