

# Cass County COA

## Job Description

**Job Title:** Café Assistant (Part Time)

**Job Summary:** Under the supervision of the Director of Nutrition, and the Operations Team Leader, this position is responsible for assisting with dining room duties.

### **Essential Job Functions:**

1. Operates the cash register, maintains and completes daily reports. Deposits receipts in the bank.
2. Converses with the clients about the quality of the food and service. Relays feedback to supervisor.
3. Supervises café volunteers.
4. May assist with inventory control activities.
5. Serves or assist with serving of meals.
6. Prepares food (sandwiches and salads) for clients as needed.
7. Assists special needs clients as appropriate.
8. Will be cross-trained to perform other duties within the department to provide assistance as needed.
9. Will be cross-trained to perform other duties within the facility to assist when short handed.
10. Occasional evening and weekend work to support COA events or catering assignments.
11. Attends department meetings and in-services trainings.
12. Follows the agency's safety and health procedures to ensure safe working practices.
13. Abides with all hygiene habits to remain in compliance with OSHA food service regulations.
14. Maintains a clean environment by sweeping and mopping kitchen and café area.
15. Performs duties related to cleaning and sanitation of all kitchen equipment.
16. May be required to attend offsite meetings and events.
17. 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. Must obtain and maintain current Serv Safe training.

### **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 Assistant  
October 2023 Revised