UNIVERSITY OF RICHMOND

STUDENT EMPLOYMENT

JOB DESCRIPTION
2015-2016

JOB TITLE: Barista/Cashier

DEPARTMENT: 8:15 at Boatwright/ Retail Dining Services (Maya Vincelli)

ADDRESS: Boatwright Memorial Library Lobby           TELEPHONE: 289-8316

SUPERVISOR: Café Manager (Nia Williams)

JOB SUMMARY:
Prepare drinks using standard recipes and procedures. Help train new employees under the guidance of a superior. Provide excellent customer service and a friendly, helpful attitude. Conduct all transactions in a professional and accurate manner. Keep café clean and stocked throughout the shift, and complete all duties assigned by a Manager, Lead or Student Manager.

SPECIFIC DUTIES:
Make drinks using Starbucks standard recipes.
Follow all procedures and policies.
Maintain a clean and well stocked café.
Ensure that day to day activities and assignments are being completed using the various checklists or instruction from a supervisor.
Maintain excellent customer service skills and a friendly and helpful attitude.
Handle all transactions with accuracy and efficiency.
Complete any duties assigned to you by a manager, lead or student manager.

QUALIFICATIONS:
Must be able to stand for long periods of time. Must also be able to maintain a clean and stocked café. Must be able to do basic math. Must be able to communicate effectively with customers or staff. Must be able to work in tandem with Manager, Lead, Student Manager or senior barista to prioritize tasks and complete assignments. Must be willing to follow policies and support café needs.

For Student Employment office use only:

Wage Rate: Level I          index: 2835