

SILT - Coffee Shop Team Member

Status: Part-time Position

Location: Washington County

Reports To: SILT – Coffee Shop Manager

General Description:

The Silt Coffee Shop Team Member is responsible for the day-to-day operations and provides timely and effective communication to the customers. This individual is responsible for creating an environment that welcomes new and existing customers to keep coming back for coffees, teas, and light fare. The Coffee Shop Team Member ensures Silt Coffee Co stays clean, inside and outside and maintains the highest quality specialty drinks and food, along with friendly and professional service.

Essential responsibilities include but are not limited to:

- Ensures that Silt Coffee Co staff are friendly, efficient, and provide excellent customer service.
- Maintains high quality and consistent product standards for all customers.
- Prepares and oversees food and drink items.
- Creates a rapport with customers by learning their names and favorite drinks.
- Processes transactions in the POS system, ensures daily balances, and reconciles sales with daily finance processes.
- Supervises stocking and operation of food and beverage machines.
- Ensures and/or maintains the safety and cleanliness of all food preparation, service, and work areas, tools, and facilities.
- Informs supervisor of any issues or feedback maintenance, repairs, and improvements to Silt Coffee Co equipment or furnishings.
- Maintains a clean workstation and atmosphere with frequent sanitization of high traffic areas and surfaces.
- Completes all catering orders and ensures timely and quality delivery of all items.
- Maintains familiarity with any new drink or food items, clearly communicating notable changes to team members, and customers.
- Ensures that no one steals product from Silt Coffee Co.

Employment Requirements:

- High energy with excellent interpersonal, leadership, and organizational skills.
- Loves people and believes that food and coffee is a common language that binds us together.
- Creates a fun and friendly environment for customers while serving the best products.
- Creative and effective problem-solving skills.
- Knowledgeable of Federal, State, and Local laws regarding food preparation and handling.
- Must be a minimum of 16 years of age
- ServSafe Certified, preferred
- Demonstrated experience in managing a food service program, preferred.
- Ability to accept constructive feedback and to work collaboratively with upper management and other stakeholders to identify and facilitate needed improvements to the food service program.
- Valid Driver's license, dependable transportation, and vehicle insurance.
- Committed to the mission of the coffee shop and able to maintain their working hours as part of the contribution to the coffee shop staff.

If you are interested, please send your resume to recruiting@pcmsinc.org

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