

## **BARISTA / FRONT OF HOUSE MANAGER**

We seek a front of house manager and barista to support our small but mighty bakery and cafe in Salem, NY. **This position is available for training immediately, with full hours to begin by April 29.**

### **QUALIFICATIONS for the position**

- Strong interest in coffee and appreciation for the kinds of foods produced at our establishment.
- Prior barista and cafe experience preferred, ideally with management experience (a less experienced candidate with a sincere willingness to learn will also be considered).
- Proficiency and confidence in operating coffee equipment, ability to learn new techniques/skills.
- Friendly, professional appearance.
- Excellent customer service and communication skills
- Ability to work effectively in a fast-paced, busy cafe environment with a keen sense of urgency.
- Smart, self-motivated and engaged. Kind, curious, and hard working.
- Reliable all-season transportation to Salem is a must.

### **RESPONSIBILITIES for the position**

- Oversee all activity in the front of the house including beverage sales and production, food sales, and use of public spaces (dining room, restroom, counters, display area).
- Produce hot and cold beverages including drip coffee, espresso drinks, tea, cocoa, etc.
- Supervise and support restocking of displays, checking stock in kitchen, and packing orders.
- As needed, provide support for other cafe staff, helping with bussing tables, sweeping, mopping, dishwashing, and other shared duties.
- Meet and greet customers, getting to know names and preferences to the extent possible.
- Serve as lead interface between front of house staff, owners, kitchen crew, customers, and others.
- Meet regularly with owners and staff to review notes, procedures, menu updates, etc.
- Train new front of house staff in all procedures.
- Prep teas, syrups, and other coffee-adjacent ingredients, review inventory, place supply orders and restock, conduct deep cleaning, etc. (non-service shift, flexible hours).

### **HOURS for the position**

Some flexibility is possible, but Thursday, Friday, and Saturday shifts will be required, plus 5-7 hours on another day of the week.

### **COMPENSATION for the position**

Varies DOE, \$18.00 - \$20.00 + tips

### **APPLICATION INSTRUCTIONS**

Email [info@onalimbfood.com](mailto:info@onalimbfood.com) or stop by and drop off your details. In addition to your full **name, address, and contact information**, please include the following:

**Resume** -- please provide a brief resume with past work experience, education, and training.

**References** - Please provide the name and contact info for at least two people who can speak to your qualifications and suitability for the position.

**Job Goals** - Please include a note describing your goals and interests as they relate to this position. It's helpful for us to know what kind of job seeker you are (i.e. seeking a temporary position, looking for a long-term commitment, embarking on a new career path, etc) and how you see yourself fitting into this role.