

## **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. 32-35 hours per week.

### **COMPENSATION for the position**

Varies DOE, \$18.00 - \$20.00 per hour, plus tips. Paid time off, paid holidays, paid break with free shift meals, food discounts, paid training.

### **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.

## **FRONT OF HOUSE TEAM / CASHIER**

We seek a front of house team member 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 May 2.**

### **QUALIFICATIONS for the position**

- Prior experience in a food service position is preferred, but not required.
- Willingness to learn new skills and take on unfamiliar tasks is essential.
- Interest and appreciation for the food and beverages we produce and sell.
- Friendly, professional appearance, excellent customer service and communication skills.
- Ability to work effectively in a fast-paced, busy cafe environment.
- Smart, self-motivated and engaged, kind, curious, and hard working.

### **RESPONSIBILITIES for the position**

- Work with the barista/manager to support all activity in the front of the house including greeting customers, answering questions, taking and communicating orders for beverages, handling food sales, overseeing use of public spaces (dining room, restroom, counters, display area) and other tasks.
- Meet and greet customers, getting to know names and preferences to the extent possible.
- Complete food and drink sales as needed, including answering questions, taking orders, operating POS systems, handling cash and card payments, and interacting positively with customers.
- Ensure food displays are well-stocked and looking good. Carefully pack and convey customer orders.
- Keep public areas clean and provide support for other cafe staff, helping with bussing tables, sweeping, mopping, dishwashing, and other shared duties as needed.

### **HOURS for the position**

Some flexibility is possible, but Thursday and Friday shifts will be required, with Saturday if possible. 16-24 hours per week.

### **COMPENSATION for the position**

Varies DOE, \$16-18 per hour, plus tips. Paid training, paid break with free shift meals, employee discounts.

### **APPLICATION INSTRUCTIONS**

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**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.