



## COMMON GROUNDS

### **Common Grounds Coffee House Barista Job Description**

Common Grounds Coffeehouse barista prepare and serve drinks and food items. Barista are responsible for consistently producing quality drinks and providing prompt, friendly, and efficient customer service. Applicants for this position should possess attention to detail, problem-solving skills, initiative, responsibility, a strong work ethic, and solid relational and communication skills. The successful candidate will be invested in the business beyond the simple completion of their shift tasks, but also in contributing ideas and energy to the collective that propel Common Grounds toward its mission of being a sustainability-minded, student-run coffeeshop that supplies locally sourced items, a variety of events, and a dynamic environment for education and collaboration to the campus community. Barista are expected to keep in communication with management team. Position reports to Student Worker Supervisor.

#### Specific Duties

1. Preparing and serving menu items
2. Serving customers promptly, warmly, and efficiently
3. Opening and closing the coffeehouse
4. Stocking supplies
5. Operating the cash register and POS system
6. Shop maintenance, including mopping, vacuuming, wiping down counters and tables, organizing the cash drawer, washing and putting away dishes, etc.
7. Finding shift coverage when needed and letting the Operations Manager know
8. Become familiar with the scheduling platform SLING
9. Problem-solving when issues arise
10. Attending a mandatory weekly team meeting and other all-staff meetings throughout the semester
11. Communicating with the appropriate manager when problems arise during shifts and if scheduling conflicts arise
12. Responding promptly and appropriately to manager communications
13. Finalizing a bi-weekly timecard

#### General Duties

1. Communicate with managers and Staff Supervisor
2. Support the vision and mission of Common Grounds

#### Preferred

- Experience in customer service or food service