



Job Description

Position: Café Attendant

Department: Moorings Cafe

Reporting to: Moorings Supervisor and Food and Beverage Supervisor

Summary:

The primary role of a Café Attendant is to provide an exceptional, efficient and clean retail experience for our guests. As Poets Cove is a high end resort, guests expect the highest possible service level in all of the venues on property. This position requires attention to detail and a "never say no" attitude. A Café Attendant is responsible for providing a high level of food and barista services to resort guests. In addition the Café Attendant should always be aware of happenings at Poets Cove and on Pender Island and be ready to provide information to guest inquiries.

Duties and Responsibilities include:

- Opening and closing of the café.
- General cleaning of the café and the surrounding outside decks and patios.
- Ensure that the market runs as "clean and green" as possible.
- Greeting of all guests and answering any questions they may have.
- Retail and deli sales.
- Coffee bar sales/Barista.
- Beer/Wine and tobacco sales.
- Use of point of sale computer and Moneris machine.
- Inventory control/restocking.
- Daily cash out and accounting process.
- Offering guests information about the other services at Poets Cove.
- Ordering as necessary.

Position Requirements:

- Must be 19 years or older.
- Serving it Right.
- Food safe level 1.
- Previous retail experience.
- Food service and barista experience.
- High level of guest service.
- Able to perform repetitive tasks and occasionally lift heavy loads.