

COOK INLET TRIBAL COUNCIL, INC.
JOB DESCRIPTION

Job Title: Barista

Department: Social Enterprise

Supervisor: Coho Cup Manager, Lead Baristas

FLSA Status: Non-Exempt, Part -Time Regular

Wage: DOE

Effective Date of Hire: _____ End Date: _____

Primary Function: Support the Mission of Cook Inlet Tribal Council

General Functions:

Preparation of a variety of coffee beverages. Preparation and re-sale of various hot and cold beverages, including bottled and canned drinks. Retail selling of prepared foods including, but not limited to, muffins, biscotti, bagels, and various snacks. This position requires heavy customer contact and excellent customer service skills. A positive attitude is required at all times in order to ensure the return of our customers who are the reason for our business.

Duties and Responsibilities, including but not limited to:

- Preparation of hot and cold beverages.
- Preparation of prepared foods for re-sale.
- Accurate cash handling and reconciliation of change due to customers.
- Opening and/or closing the coffee shop as scheduled. A check-off list will be provided.
- Cleaning and sanitation as required by the State of Alaska, ANMC, and CITC requirements in order to provide the highest level of customer service possible.
- Consistent and timely attendance.
- Provide exceptional customer service on a daily basis.
- Other duties as assigned or modified to include basic office procedures.

Client Relations:

- Maintains a respectful relationship with clients, former clients, and family members

Internal Relations:

- Required to maintain and comply with federal confidentiality laws as outline in 42 CFR, Part 2 and the Health Insurance Portability and Accountability Act (HIPAA).
- Maintains a positive working relationship with CITC staff and supports management of the organization
- Participates in scheduled external/internal meetings and training's as requested

Job Specifications:

- Demonstrated ability to handle stress under pressure.
- Demonstrated ability to provide quality customer service.
- Demonstrated ability to learn and use technical equipment (espresso machine).
- Demonstrated ability to accurately exchange moneys with the customers.
- Demonstrated ability to reconcile all cash and moneys at the end of the day.
- Demonstrated ability and willingness to maintain a clean, healthy, and safe working environment.
- Demonstrated ability to learn and use company computer to input data on a day to day basis.
- Demonstrated ability to coordinate multiple activities with attention to detail
- Demonstrated ability to work independently, with minimal supervision

Qualifications:

- High School Diploma or GED graduate preferred.
- Minimum of 3 months Barista experience or recently completed an Intensive Barista Training Program is preferred.
- Must be able to lift and move 50 lbs
- Continued employment status will be contingent upon receipt of a satisfactory state and federal criminal background check
- Knowledge of Alaska Native and American Indian culture and/or community resources.

Hiring Preference:

Preference shall be given to eligible and qualified Alaska Native/American Indian applicants pursuant to P.L. 93-638 Indian Self Determination Act.

Employee Signature

Date

Supervisor's Signature

Date