

COOK INLET TRIBAL COUNCIL, INC.
JOB DESCRIPTION

Job Title: Barista
Department: Administration
Supervisor: Senior Director of HR and Administrative Services
FLSA Status: Non-Exempt, Part -Time Regular
Wage: DOE
Effective Date of Hire: _____ End Date: _____

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. Incumbent will work closely with ETC clients participating in work therapy.

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 Responsibilities Related to Patient Privacy:

- The incumbent is expected to protect the privacy of all patient information in accordance with CITC's privacy policies, procedures and practices, as required by federal and state law, and in accordance with general principles of professionalism as a health care provider. Failure to comply with CITC's policies

- and procedures on patient privacy may result in disciplinary action up to and including termination of employment or membership or association with CITC.
- The incumbent may access protected health information and other patient information only to the extent that is necessary to complete your job duties. The incumbent may only share such information with those who have a need to know specific patient information you have in your possession to complete their job responsibilities related to treatment, payment or other CITC operations.
 - The incumbent is encouraged and expected to report, without the threat of retaliation, any concerns regarding CITC's policies and procedures on patient privacy and any observed practices in violation of the policy to the designated Privacy Officer.
 - The incumbent is expected to actively participate in CITC privacy training and is required to communicate privacy policy information to coworkers, students, patients and others in accordance with CITC policy.

Disclaimer

The information provided in this description has been designed to indicate the general nature and level of work performed by incumbents within this job. It is not designed to be interpreted as a comprehensive inventory of all duties, responsibilities, qualifications and working conditions required of employees assigned to this job. Management has sole discretion to add or modify duties of the job and to designate other functions as essential at any time. This job description is not an employment agreement or contract.

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
- Required to have current TB immunization and/or verification incumbent is a "reactor."
- Voluntary immunization for HEP A & B will be offered.

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 25 lbs
- Valid Alaska Drivers License and eligible for CITC automotive insurance.
- Continued employment status will be contingent upon satisfactory completion of a state and federal criminal background check

- Must have one year continuous sobriety prior to hire if a recovering alcoholic or drug addict and participate in a self-help program.
- 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 signature

Date