

**Hands On Hartford**  
**Part Time Café Assistant**

**Job Purpose:**

To support the effective and efficient running of the café located at 55 Bartholomew Avenue, Hartford by assisting in the daily operations which include but are not limited to customer interactions; production and sale of food and beverages.

**Areas of Responsibility:**

1. Preparation and safe handling of food and preparing of customer orders.
2. Fully comply with all Health and Safety and Food Hygiene regulations at all times.
3. Ensure that food and drink served to customers is of a consistently high standard and is well presented.
4. Balance multiple customer requests at the same time.
5. Be an active and supportive team member, contributing in a constructive manner and treating all team members with fairness and courtesy.
6. Greet guests with enthusiasm and respect.
7. Provide excellent customer service, serving customers promptly and courteously.
8. Enthusiastically and tactfully promote the café's alternative pricing model.
9. Ensure the café is welcoming and accommodating by connecting with customers.
10. Ensure the café is tidy and remains ready for any number of customers to join.
11. Be conscientious of the variety of customer needs – (ranging from using the Wi-Fi as an alternate work environment or to just grab a quick cup of coffee).
12. Assist in the set-up, set-down and cleaning the café and kitchen according to procedure on a daily basis and as required.
13. Ensure food preparation and storage areas are clean and in compliance with ServSafe guidelines, including throughout the day and at the end of the shift.
14. Understand and promote Hands On Hartford's mission and programs to engage current or potential volunteers, donors and clients as a representative of our community, organization, and values.

**Qualifications:**

Exceptional interpersonal skills and ability to go the extra mile to provide outstanding customer service and aims to exceed customer's expectations. Good time management skills. Willingness to be flexible. Attention to detail. Enjoys working with others as a team. Receptive and listens to others. High standards of personal and food hygiene. Kitchen or restaurant education or experience preferred, bi-lingual English/Spanish preferred. Ability to lift and carry up to 50 pounds.

**Work Schedule and Benefits**

1. Hourly Part Time approximately 20 hours per week.
2. Flexibility in the work schedule is expected.
3. Compensation: commensurate with experience.
4. Paid time off in accordance with agency policy.

Please submit resume and letter of intent by **January 17, 2018** to:

Pamela Fitzgerald, Director of Finance and Administration  
Kitchen and Café Initiatives  
Hands On Hartford  
55 Bartholomew Avenue  
Hartford, CT 06106  
AA/EOE