



Student Employee Job Description

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| Position Title | Roger's Café Team Member | | |
| Date Updated | 3/17/21 | | |
| Dept Name | Auxiliary Services | Dept # | 678 |
| Contact | Roger's Café Supervisor | Email | sunshineeddy@multnomah.edu |
| Weekly Hours | 10-15; Be available to work a minimum of 10 hours per week during cafe' hours (minimum of 2 hour blocks) | | |
| Primary Physical Working Conditions | Kitchen/Food Areas | Primary Location | Portland Campus |
| Position Summary | To serve the Multnomah community and guests by providing quality customer service and care during their visit to the café. (Starting Fall 2021) | | |

Responsibilities

- Provide a high level of customer care and service
- Prepare and serve quality drinks and a variety of food items according to café standards
- Educate customers by presenting and explaining the menus; provide helpful and resourceful answers
- Take customer orders and process payments
- Be a team player with a strong work ethic
- Ability to work autonomously with little to no supervision
- Maintain aesthetics of café and appropriate inventory by replenishing stock and rotating food/drink items
- Maintain a high standard of cleanliness and sanitation for entire cafe'
- Other duties as assigned

Skills and Experiences gained from this position

- Fast-paced, efficient work habits
- Strategic time management skills
- Great customer service skills
- Knowledge of hospitality and coffee industry

Qualifications

- Be able to lift up to 35lbs unassisted and stand for up to 3 hours at a time
- Prior barista experience in full service coffee shop preferred
- Be willing to work evenings and special events with prior scheduling notice
- Demonstrated customer service as a priority
- Possess a teachable attitude and be a good team player
- Have good hygiene and clean working habits
- Basic math skills (making change and balancing till)
- *Position is currently only open to returning MU students (must be available August 23-27, 2021 for training)

General Expectations for all Student Employees

- Communicate with co-workers and manager in congenial manner
- Follow through on tasks and details
- Read and respond to communication provided by manager via Multnomah email
- Manage time and prioritize while at work
- Be on-time to work with no more than 5% absenteeism

Eligibility / Restrictions

- Student Employees cannot exceed 20 hours / week while classes are in session and 40 hours / week during class breaks; Must be enrolled at least half-time to be eligible for this position
- Must pay for, obtain, and possess a current State of Oregon Food Handler's License
- Able and willing to wear proper face covering for entire shift

Apply

[Online Application](#)

Contact Sunshine Eddy, Roger's Café Supervisor

Email sunshineeddy@multnomah.edu