



Student Employee Job Description

Position Title	Roger's Café Team Member		
Date Updated	4/12/22		
Dept Name	Auxiliary Services	Dept #	678
Contact	Roger's Café Manager	Email	coralynbradley@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.		
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			
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 Coralyn Bradley, Roger's Café'
Manager

Email coralynbradley@multnomah.edu