

# YLS Job Descriptions

## FRONT END BARISTA

- Requirements
  - Must Be 18 or Older
  - Long-term Commitment (6 months+)
  - Food Handler Certification
  - Prior experience in food handling/ retail strongly recommended
- Description
  - Crafting 15%
    - Make drinks per the specifications for espresso items including the appropriate amounts of shots, flavorings, milk, and ice, and deliver to guests in a timely matter.
  - Communication 35%
    - Enthusiastically greet customers, accurately take their order, package any bakery items they order, answer any questions and provide suggestions, and ensure full completion of each order in a timely fashion.
  - Monitoring 10%
    - Update and alert management on low inventory and pull bakery items from the kitchen to keep the cafe fully stocked.
  - Coordination 25%
    - Ensure orders are taken correctly from each customer making any special requests clear to the kitchen and receive food from the kitchen when it is ready to deliver it to customers.
  - Sanitation 15%
    - Clean behind the counter, in the bathrooms, and in the dining area in accordance to the “Sparkle Checklist.”

## SHIFT LEADER

- Description (currently not hiring)
  - Implementing Policies and Procedures Created by Management
  - Help with Training New Employees
  - Handling Customer Concerns and Questions
  - Delegating Tasks for the Team
  - Releasing Staff for Breaks
  - Assist with Managing Inventory

## **ASSISTANT MANAGER**

Please contact us at [ylsbakery@gmail.com](mailto:ylsbakery@gmail.com) for job description.

## **PREP COOK**

Please contact us at [ylsbakery@gmail.com](mailto:ylsbakery@gmail.com) for job description.

## **DISH WASHER**

Please contact us at [ylsbakery@gmail.com](mailto:ylsbakery@gmail.com) for job description.