

**Communitas – Staff Position Description**  
**CAFÉ STAFF POSITION**

**TITLE:** Café - Barista

**REPORTS TO:** Little Sprout Café Chef Manager

Commented [MD1]: I believe this is the technical job title. Check with HR.

**POSITION SUMMARY**

This position will primarily focus on supporting all front of house operations at Little Sprout Café. This includes facilitating customer orders, handling transactions, engaging customers in a friendly manner, making sure the dining area is clean, preparing high-quality coffees and other custom beverages, and facilitating patrons to have a positive experience in the café. Little Sprout Café is a social enterprise operated by Communitas Supportive Care Society which provides employment training to people with disabilities.

**SPECIFIC DUTIES**

- **General**
  - Interact with customers and the general public in a way that reflects well on Communitas
  - Support the philosophies and goals of Little Sprout Café's social mission
  - Offer support and guidance to café team members and to people participating in job skills training
  - Communicate operational, personnel, and equipment problems to the Café Manager
  - Follow and implement all café standard operating procedures
  - Familiarize and complete any relevant paperwork (e.g. timesheets, cash register, temperature forms, prep lists, etc.)
- **Operational**
  - Create a welcoming atmosphere and assist with décor updates and stocking merchandise shelves
  - Greet and engage with customers, taking orders, and providing recommendations when appropriate
  - Manage transactions using the point-of-sale system (Square) and handle cash accurately
  - Prepare all made-to-order beverages and smoothies
  - Research and provide recommendations for seasonal drink offerings (e.g. coffees, smoothies, etc.)
  - Ensure orders get to customers quickly, while ensuring all items are of high quality prior to service
  - Oversee the planting, cultivating, and harvesting of micro-greens in the commercial growing units
  - Perform regular inspections, cleaning, and routine maintenance on the commercial growing units
  - Assist with organizing/storing food and supplies in the kitchen, dry storage, cooler, and freezer
  - Stock display cooler and package supplies behind the service area and packaging up to-go orders
  - Assist Manager from time to time with placing orders, communicating with staff, shopping, operational reporting, and generally assisting with other food service needs
  - Oversee the cleanliness and organization of the entrance, dining area, washroom, counter spaces, and other areas – including dusting, wipe-downs, sanitization, window cleaning, sweeping, mopping, etc.
  - All café staff will operate in the dish area, cleaning as we go to avoid a cluttered and messy appearance
  - Empty compost, recycling, and compost in the various areas of the café as needed throughout shift
- Other duties as required

**REQUIREMENTS**

- Must be physically able to move soil at a weight of 20 lbs if needed
- Must provide own non-slip, closed toe shoes
- A philosophy of service that is in line with Communitas' Vision, Mission and Values
- Must be reliable, punctual and able to take initiative
- Excellent teamwork and interpersonal skills
- Able to follow directions and work independently when required
- Strong attention to detail and consistency in work routines
- Ability to model appropriate behaviour for trainees at CSE (conduct, work performance, compliance with policy and procedures, professionalism, integrity, etc.)
- Must be able to provide own transportation to and from the work site
- Possession of valid Food Safe and Emergency First Aid Certificate with CPR is an asset