

THE MOUNT

EDITH WHARTON'S HOME

Terrace Café Associate - Seasonal

Overview:

Seasonal Café positions are available for those who enjoy people and being part of the Berkshire cultural community. Prior experience is helpful, but not necessary. Willing to train the right individual. The Terrace Café is open from 11:00 to 4:30 daily from Memorial Day to Halloween. Café Associates are responsible for daily operations of the Café's counter service. There are additional food and beverage related functions that the Café team is responsible for, such as, dinners, receptions, group lunches and weekend evening jazz events.

Responsibilities:

- Promptly take food/beverage orders and accurately ring orders into point of sale (POS) system
- Responsibly handle cash/credit transactions and make correct change
- Ensure food/beverage orders are served in an accurate and timely manner
- Resolve customer complaints regarding food service
- Set up and break down of serving areas
- Operate a variety of specialized food service equipment
- Attend meetings as needed
- Performs other duties as assigned

Necessary Knowledge, Skills and Abilities:

- A positive work attitude
- People-oriented with a commitment to quality customer service
- Can balance efficiency with hospitality
- Value being a part of a team, and also able to work independently
- Flexible with the ability to multi-task in a highly demanding and sometimes stressful environment
- Able and willing to communicate what kind of support you need to do your best
- Able to receive constructive feedback in any given situation

Special Requirements:

- Must be available to work any day of the week including holidays between the hours of 8:00 am and 10:00pm
- TIPS Certification may be required
- Prior experience is helpful, but not necessary. Willing to train the right individual.

Physical Demands:

The employee is regularly required to sit and stand; push and pull with force. The employee is occasionally required to climb and stoop; reach with hands and arms; use hand to finger objects and controls. The employee must occasionally lift and/or move up to 30 pounds. Specific vision abilities required by this job include close vision, distance vision and peripheral vision; reading of written, printed, or computer screen data.

To Apply:

E-mail, mail, or send resume with cover letter to: info@edithwharton.org, by e-mail; or by mail: Attn: Tammy Walger, The Mount, P.O Box 974, Lenox, MA. 01240; or by fax to 413-637-0619.

The Mount is an equal opportunity employer.