

# THE MOUNT

EDITH WHARTON'S HOME

## **Terrace Café Associate – Seasonal May - October**

### **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
- 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:**

- Can communicate effectively
- 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
- Can be generous and quick to help others when support is needed
- Able to receive constructive feedback in any given situation

### **Special Requirements:**

- Must be at least 18 years of age
- Must be available to work any day of the week including holidays between the hours of 8:00 am and 10:00pm
- TIPS Certification a plus, but will provide training opportunity to obtain certification
- Prior experience preferred, but will train the right person

**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.

**Note:**

This job description in no way states or implies that these are the only duties to be performed by the employee(s) incumbent in this position. Employees will be required to follow any other job-related instructions and to perform any other job-related duties requested by any person authorized to give instructions or assignments. All duties and responsibilities are essential functions and requirements and are subject to possible modification to reasonably accommodate individuals with disabilities. To perform this job successfully, the incumbents will possess the skills, aptitudes, and abilities to perform each duty proficiently. Some requirements may exclude individuals who pose a direct threat or significant risk to the health or safety of themselves or others. The requirements listed in this document are the minimum levels of knowledge, skills, or abilities. This document does not create an employment contract, implied or otherwise, other than an “at will” relationship.

**The organization is an Equal Opportunity Employer, drug free workplace, and complies with ADA regulations as applicable.**