

ROLE DESCRIPTION

The Branch Gathering Place + Coffee House

Title: Barista

Position Type: Part-time

Reports to: Manager and Lead Barista

Job Classification: Non-Exempt

Pay: \$8.00/hour

Location: Greensburg, Indiana

Overview: The role of the barista is to provide above-and-beyond customer services to all who enter The Branch, ensuring that each customer feels like family. They are the front-line of the operation and shall handle this responsibility with great care and dedication. Baristas should conduct themselves pursuant to the mission of All for One Ministry and The Branch.

Reasonable accommodations may be made to enable individuals with disabilities to perform the following:

- Welcoming customers, informing them about specials or new items, answering questions, and accepting orders and payments.
- Preparing foods, grinding and blending coffee beans, brewing coffee and tea, and serving items to customers.
- Packaging food and beverages for sale.
- Selling coffee, tea blends, and other products, highlighting the differences between items and educating customers about brewing methods.
- Cleaning and restocking work and dining areas, emptying trash, and sanitizing equipment and utensils.
- Learning about brewing methods, beverage blends, food preparation, and presentation techniques to improve quality.
- Updating signage and displays to attract customers.
- Aiding in online communication and marketing efforts as assigned.
- Taking inventory and replenishing items in display cases, at tables, or behind the counter.
- Working in as part of a fun, high-energy team.
- Adhering to all food safety regulations and quality controls.

Necessary Qualifications

- Exceptional verbal and written communication skills.
- Demonstration of an “above-and-beyond” mentality and work ethic.
- Base-level knowledge of the Greensburg/Decatur County community.
- Strong interpersonal skills.
- Training and willingness to continue learning about food and beverage preparation.
- Availability to work around peak hours, including nights, early mornings, weekends, and holidays.
- A polite, engaging personality.
- Commitment to customer satisfaction and service excellence.
- Willingness to work as part of a high-energy, efficient team in a fast-paced environment.

Work Environment: This job operates a gathering place/coffee shop located in Downtown Greensburg, Indiana. Baristas will have access to all necessary equipment, such as computers, office tools, and coffee equipment.

Physical Demands: The manager will be regularly required to speak and hear. The manager will be required to stand, walk, and use his/her hands frequently. The assistant manager may be required to lift up to 50 pounds.

Travel: No travel is required.

The statements listed herein are intended solely to describe the general nature and level of work to be performed by the employee, and are not to be constructed as an exhaustive list of duties and requirements. This does not establish a contract for employment and is subject to change at the discretion of the employer at any time.