



We are seeking an energetic, customer-focused barista with a passion for creating a delightful and delicious coffee house experience in the nursery at Madeline George Garden Design & Nursery. See our website madelinegeorge.com for more information about us and our mission!

Position: **Barista and Assistant Shopkeeper**

Position Type: Part-time 20 - 28 hours a week

Available shift: Friday through Monday, 8:30/10:30 am to 3:30 depending on season

Hourly Wage: Depending on barista and retail experience \$ 9.00 – 11.00 Range

Barista Responsibilities:

- Open and close coffee bar, including opening/closing till on POS system, setting up and testing grind, preparing fresh brew, preparing towels and utensils, assisting with facilities maintenance and merchandising, cleaning of all equipment including espresso machine, towels and utensils, disposing of trash, and cleaning counters, sink, floor, etc. in coffee bar
- Greet and assist customers with coffee, beverage and snack selections
- Develop relationship and manage accounts with coffee vendor
- Create weekly and monthly coffee specials and coordinate with marketing manager on promotion of same
- Stock supplies as needed, maintain inventory list and prepare weekly purchasing list
- Order supplies as needed and/or arrange for pick-up
- Process basic transactions on the POS system

Shopkeeper Responsibilities

- Routinely wash, dust or polish the various displays, windows and products to keep clean and fresh
- Assist nursery managers with receiving, unpacking, pricing and merchandising décor and hard goods and other materials
- Assist managers with various operational tasks
- Developing a wonderful rapport and relationships with our customers

Minimum Qualifications:

- Enthusiasm for coffee and coffee houses!
- Knowledgeable about and efficient in preparing coffee drinks (you must demonstrate ability during interview)
- Experience working in coffee bar, bistro or restaurant
- Positive, can-do, creative, solution-oriented, initiative-taking and team oriented attitude
- Attention to detail and comfortable with repetitive type work and following procedures
- Able to take direction, work independently and balance multi-tasking
- Ability to stand long periods of time and able to lift up to 25 pounds
- Able to easily bend, lift and squat regularly
- Basic computer skills and experience with POS system functions
- Educational background, training, and certifications as applicable

Submit resume together with letter of introduction via e-mail to Peggy at info@madelinegeorge.com