



**Job Title:** Cashier/Barista Attendant  
**Supervisor:** Chef/GM  
**Date:** September, 2023

**Department:** Social Enterprises  
**FLSA Status:** Non-Exempt, Part-Time  
**Salary Range:** \$17.39/hr  
Bilingual differential \$.58 cents /hr

### Organization Overview

Restorative Partners, Inc. (RP) is a nonprofit organization that transforms lives impacted by crime through healing services and relationships. We believe in accompanying and supporting anyone affected by crime on their healing journey and being an instrument of restoration and accountability. We believe that violence is never a solution to any problem and that every person is endowed with a sacred dignity, and is capable of changing, healing, and being restored. We believe that everyone deserves to be treated with respect and dignity. We believe that we can overcome violence with education, love, and compassion. [www.restorativepartners.org](http://www.restorativepartners.org).

### Job Overview

The Cashier/Barista Attendant reports to the Chef/GM and is a part of the Social Enterprises Department. Provide friendly, responsive service to create an exceptional dining experience for all guests by taking orders, making recommendations when appropriate, processing payments, and serving food or beverages to customers at the counter or table. Also perform other duties in the areas of food and final order preparation including preparing beverages and arranging food items.

### Essential Duties & Responsibilities

- Serve and prepare food, beverages, or desserts to customers.
- Prepare bills and accept payment or make change, process online and to go orders
- Prepare food items, such as sandwiches, salads, soups, according to standard portion sizes and recipe specifications or following directions.
- Perform cleaning duties such as sweeping, mopping, and washing dishes to keep equipment and facilities sanitary.
- Balance receipts and payments in cash registers, as well as assisting with creating the end of day deposit.
- Requires strong attention to detail and proficiency with numbers; proficient in cash handling and mathematical skills; ability to read, write and count.
- Set-up or restock product displays, replenish food at serving stations
- Wrap menu item(s) such as sandwiches, hot entrees, and desserts for serving or for takeout. Label or date food items for sale.
- Take out garbage, clean service and seating areas inside and on the patio.
- Scrub and polish counters, clean and sanitize steam tables, and other equipment, and clean glasses, dishes, and coffee equipment.
- Demonstrate the use of retail equipment, such as espresso machines and brewers
- Brew coffee and tea, and fill containers with requested beverages.
- Follow a daily task list to ensure daily assigned duties are performed and met.
- Attend all scheduled employee meetings and offer suggestions for improvement.
- Coordinate with and assist fellow employees to meet guests' needs and support the operation of the restaurant.
- Fill-in for fellow employees where needed to ensure guest service standards and efficient operations.

### Knowledge, Skills, Talents, & Abilities

- Knowledge of sanitation and safe food handling procedures.
- For health and sanitation reasons, must have good grooming and personal cleanliness.

- Must be able to engage in moderate physical activity requiring lifting and carrying of up to 50 pounds, bending, stooping, walking and standing.
- Must be able to follow written and oral instructions.
- Demonstrated ability to work with people of multicultural, low-income, and justice involved backgrounds.
- Must be able to relate well to all people of the community regardless of color, national origin, religion, sex, pregnancy, age, marital status, veteran status, sexual orientation, disability or socio-economic level.
- Must understand, uphold, and continue working toward accomplishing the mission, strategic goals and performance measures of Restorative Partners.

### Education and/or Experience

- High school diploma/GED
- 1 year previous cashier/barista experience (**preferred**)

### Requirements

- Valid Driver's License and Insurance
- Current ServSafe certification
- Must perform a background check
- Must agree to Mandatory Vaccination Policy
- Attend required agency trainings

### Physical Demands

*The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is regularly required to talk or hear. The employee frequently is required to stand; walk; use hands to finger, handle or feel; and reach with hands and arms. This position requires the ability to occasionally lift up to 20 pounds.*

### Work Environment

*This position operates in a kitchen work environment and may include operating with and/or around: ice machines, blenders, stoves, ovens, food warmers, mixers, coffee grinders, dishwashers, food slicers, grills, microwaves, scales, kitchen or food thermometers, cash registers, point-of-sales terminals, POS software and workstations, and credit card processing machines. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

*Restorative Partners is an equal opportunity employer and does not unlawfully discriminate on the basis of race, creed, national origin, disability, sex, gender identity, marital status, age, or any other protected status covered by federal or state law.*

### Acknowledgment

I acknowledge that I have read the job description and requirements for the Cashier/Barista Attendant position and certify that I can perform these essential functions.

\_\_\_\_\_  
Applicant/Employee Signature

\_\_\_\_\_  
Date

*Restorative Partners is an equal opportunity employer and does not unlawfully discriminate on the basis of race, creed, national origin, disability, sex, gender identity, marital status, age, or any other protected status covered by federal or state law.*

This job description does not constitute an employment agreement between the employer and employee and is subject to change as the needs of the employer and requirements of the job change.