GATEWAY CLIPPER FLEET

**Coffee/Gift Shop Attendant**

**\* Seasonal \***

**Job Requirements:**

* Must be of legal age (18) to sell alcoholic beverages
* Prepare all Coffee Shops Menu Items
* Maintain the Quality Control of Drink Production in a Timely Manner
* Follow Coffee/Gift Shop Opening Set up and Closing Guidelines Daily
* Appropriate Use of All Facility Supplies and Equipment
* Maintain an Accurate Cash Drawer throughout the shift
* Implement All Food, Safety and Health Sanitation Conditions
* Ensure the Coffee/Gift Shop Area is always clean
* Maintain gift shop inventory of items
* Working Knowledge of POS System
* Communicate with all levels of staff
* Maintain a well-kept appearance in accordance with company standards
* Provide excellent customer service to all customers to meet customer satisfaction
* Must be able to lift at least 25 lbs.
* Ability to work flexible shifts including weekends and holidays

**Candidate Qualifications:**

* Leadership Skills – Must be able to take command of a busy coffee/gift shop area
* Organization and Time Management Skills
* Communications Skills – Team Player, Customer Oriented
* Knowledge of Inventory and Ordering Procedures

**To apply for this position with the Gateway Clipper Fleet, submit your qualifications to** **employment@gatewayclipper.com**

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