GATEWAY CLIPPER FLEET

**Coffee Shop**

Direct Report: Service Operations Manager

Director of Department

**Job Description**

The Coffee Shop Attendant is responsible for all functions of the coffee shop. Cash register, setup & cleanup of equipment, making of coffee products to standards, selling gift shop items. Keeping all areas clean up to standards. Must be able to communicate with guests in a friendly and inviting manner.

**Responsibilities**

* Morning set up of coffee equipment
* Making fresh coffee throughout the day when needed
* Making speciality coffee drinks
* Ringing in guests order to register & being responsible for monies
* Clean up at end of night
* Must interact with guests in a positive atmosphere
* Abiding by all Health Standards

**Qualifications and Requirements**

* High School diploma/GED required or current enrollment to achieve the diploma
* Able to life 25 pounds at a time
* Must possess excellent customer service skills
* Able to work weekends, evening and holiday