

ARCTIC SLOPE NATIVE ASSOCIATION JOB VACANCY ANNOUNCEMENT

Opening Date:	August 29, 2019	Closing Date:	Until Filled
Position:	<u>Barista</u>	Reports to:	Food Service Manager
Salary/Wage:	Grade 5: \$22.80 - \$25.17/HR DOE	Department:	Dietary
Hours:	Varies based on schedule	Location:	SSMH/ASNA

Brief Summary:

Responsible for preparing hot and cold drinks while providing excellent customer service and maintaining a clean work environment.

Qualifications:

- High school diploma or general education degree (GED).
- 3-4 years of related experience preferred
- Must have or be able to attend and pass various training requirements related to hospital safety, infection control and dietary certification within one (1) year of employment

Essential Job Functions

- Take customer orders and accurately prepare coffee, teas, blended coffees and other hot or cold drinks and prepared food items for customers.
- Provide excellent customer service and answer customer questions about products; positively represent the Samuel Simmonds Memorial Hospital.
- Responsible for keeping work area clean including service areas, utensils and equipment.
- Stock and replenish supplies as needed.
- Receive and process customer payments; properly and accurately perform cash handling duties.
- Successfully perform other duties as assigned.

Desired Knowledge, Skills & Abilities

- Previous food service experience preferred.
- Ability to read and comprehend instructions, short correspondence and memos from other employees of the organization.
- Ability to accurately process customer payments including providing correct change.
- Ability to deal professionally, courteously, and efficiently with the public and to remain calm under stress.
- Good problem-solving skills.
- Good customer service skills.
- Responsible to take call on evenings and weekends.

Contact: Human Resources Department, Arctic Slope Native Association, Ltd.
PO Box 29 * Barrow, AK 99723 * 907.852.9204 * FAX 907.852.6217
applications@arcticslope.org

This vacancy announcement has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities and qualifications required of employees assigned to the job.

Arctic Slope Native Association, Ltd. exercises its rights in Native Hire Preference, Contracting/Subcontracting and Employment Practices applicable by law.