

**Job Description\***

**Job Title** Barista

**Department** Eagles Nest Espresso

**Reports To** Espresso Manager

**FLSA Status** Non-Exempt

**JOB SUMMARY**

Selling, preparing, and stocking all espresso items, properly operating cash reregister and handling cash accurately. Help keep a clean and orderly espresso area including sweeping and mopping. Maintain exceptional guest service with all guests at all times.

**ESSENTIAL DUTIES AND RESPONSIBILITIES**

1. Sell Merchandise: Sell coffee and miscellaneous Espresso merchandise.
2. Properly operate the cash register, charging correct prices and giving correct change.
3. Handle cash accurately, balancing till at end-of-shift.
4. Correctly follow all operating procedures:Follow all established policies and procedures as detailed in the GEG Operations Manual.
5. Check the NSF checklist for each check tendered.
6. Handle customer complaints tactfully, referring issues to the manager, as necessary.
7. Help keep the store clean and well stocked:Maintain espresso displays in a sanitary and appetizing manner to maximize sales.
8. Keep the espressos store neat and clean. Sweep and mop as directed.
9. Assist with making coffee and stocking product as needed.
10. Assist in cleaning.
11. Other Duties as Assigned.

**QUALIFICATION REQUIREMENTS**

1. High School diploma or GED.
2. Experience working in an espresso operation preferred.
3. Must have a valid Washington State Driver’s License.
4. Ability to deal courteously and tactfully with all customers and vendors.
5. Math Abilities.
6. Ability to use a cash register.
7. Ability to follow directions.

**PHYSICAL REQUIREMENTS**

1. Frequently exerting up to twenty five pounds of force and/or a negligible amount of force to lift, carry, push, pull, or otherwise move objects, including the human body.
2. Involves heavy lifting. Exerting up to 25 pounds of force.
3. Frequently involves standing for sustained periods of time.
4. Occasionally requires crouching.
5. Often requires walking or moving about to accomplish tasks.
6. Constantly requires working with fingers rather than with the whole hand or arm.
7. Constantly requires the ability to receive detailed information through oral communication, and to make fine discrimination in sound.
8. Constantly requires verbally expressing or exchanging ideas or important instructions accurately, loudly, or quickly.
9. Occasionally requires stooping which entails the use of the lower extremities and back muscles.
10. Occasionally requires reaching by extending the hand(s) and arm(s) in any direction.
11. Occasionally requires raising objects from a lower to a higher position or moving objects horizontally.
12. Constantly requires repetitive movement of the wrists, hands, and/or fingers.
13. Requires clear vision at 20 inches or less, the ability to identify and distinguish color and to adjust focus.

**TYPICAL ENVIRONMENTAL CONDITIONS**

The worker is frequently subject to inside environmental conditions, which provide protection from weather conditions but not necessarily from temperature changes, and is occasionally subject to outside environmental conditions

**TRAVEL REQUIREMENTS**

May be required for some positions

**ACKNOWLEDGEMENT STATEMENT**

NKDC and its entities are “at will” companies. This means that the employee or the Company may terminate employment at any time and or any reason. Management has the exclusive right to alter this job description at any time without notice. The document is not intended to exclude modifications consistent with providing reasonable accommodation for a disability, not is it intended to be an employment agreement or contract.

By signing below, both employee and supervisor acknowledge that this Job Description will provide the basis for general duties and responsibilities related to the job, and associated evaluations thereof.

Employee Signature Date

Employee Name (Please Print)

Supervisor Signature Date

Supervisor Name (Please Print)

*NKDC and its entities are committed to having a drug and alcohol free work environment.*