



COFFEE CART ASSISTANT

Campus Dining

POSITION SUMMARY

Reporting to the Evening Service Coordinator and the Associate Director of Campus Dining, provides customer service and processes sales transactions at the Coffee Cart. Sets up the cart and supporting components, stocks food and supplies, prepares beverages, breaks down and cleans the carts at end of shift, maintains kitchen commissary and storage areas. Takes routine inventories and communicates daily. Responsible for accuracy of cash and debit sales transactions.

SUMMARY OF DUTIES, RESPONSIBILITIES AND GOALS

1. Checks out vehicle, opening cash bank and gathers all necessary supplies from the Marketplace. Gathers prepackaged sandwich and salad orders and any additional supplies from Tiger Cooler.
2. Sets up cart and all supporting components. Ensures that the cart is in good working order and is sufficiently stocked for daily food and beverage service. Reports any necessary service requests promptly.
3. Counts opening cash bank. Quickly and accurately processes customer cash and debit transactions. Reconciles transactions at the end of shift. Accounts for discrepancies. Deposits cash according to established procedures.
4. Effectively creates signature beverages using a semi-automatic espresso machine. Prepares hot and cold beverages to established quality standards. Demonstrates thorough knowledge of products and equipment. Sells a pre-determined selection of food and snack items. Displays products in an attractive manner and ensures that menus are updated and accurate.
5. Provides customer service in an efficient, positive and professional manner. Assists customers with questions, concerns and requests. Enforces policies. Protects against customer theft. Communicates with supervisor to address any issues. Works with Campus Safety as needed after hours.
6. Restocks food, beverages and supplies as needed. Takes daily inventory of perishables. Takes weekly inventory of all supplies. Uses email to communicate with supervisor daily, to share inventories and to place any product, supply or repair requests.
7. Breaks down cart and supporting components at the end of shift. Drains, cleans and sanitizes equipment. Ensures that food, beverages, supplies and equipment are properly stored. Cleans commissary kitchen and storage areas as necessary before, during and after shifts.
8. Ensures staff, guest, food, equipment and facility safety at all times. Performs all duties in a safe and sanitary manner. Helps to identify and prevent hazards. Use proper safety signs and equipment.

9. Contributes to a positive and cooperative work environment. Assists other team members in support of major campus events, catering, theme meals, special projects and peak workload periods.
10. Other duties as assigned.

QUALIFICATIONS

Minimum Requirements:

- High school diploma or equivalent combination of education and experience.
- Two or more years of experience in food service operations in a busy environment.
- Demonstrated ability to ring up sales quickly and accurately
- Sufficient math skills to accurately reconcile cash and debit reports.
- Requires excellent interpersonal and communication skills, both written and oral.
- Requires the ability to work effectively with a diverse work force and customer base.
- Must be highly motivated and solution oriented with a high degree of integrity, ethics and dedication to the mission of the College.
- Must be in excellent physical health, be able to lift up to forty pounds repetitively, and to push/pull the coffee cart (with assistance from a co-worker).
- Must obtain and maintain Occidental College designated driver's status at all times.
- Must be able to read, write, and converse fluently in English.

Preferred Qualifications:

- Experience making espresso coffee drinks highly desirable.
- ServSafe Certification highly desirable.

APPLICATION INSTRUCTIONS

Please submit a resume and cover letter explaining how your qualifications meet the requirements of the position to resumes@oxy.edu.

ADDITIONAL INFORMATION

Occidental is an Equal Opportunity Employer and does not unlawfully discriminate against employees or applicants on the basis of race, color, religion, sex, sexual orientation, gender identity, gender expression, pregnancy, breastfeeding or related medical condition, national origin, ancestry, citizenship, age, marital status, physical disability, mental disability, medical condition, genetic characteristic or information, military and veteran status, or any other characteristic protected by state or federal law. Occidental is strongly committed to increasing the diversity of the campus community and the curriculum, and to fostering an inclusive, equitable, and just environment within which students, staff, administrators, and faculty thrive. Candidates who can contribute to this goal through their work are encouraged to identify their strengths and experiences in this area. Individuals advancing the College's strategic equity and justice goals and those from groups that are underrepresented in the field are particularly encouraged to apply.

Salary is commensurate with experience and qualifications. A comprehensive benefits package is available that includes: excellent health, dental, life, and retirement benefits; tuition benefits for the employee, spouse, domestic partner, and dependents; additional extras including use of gym facilities and the College Library. For a detailed description of benefits, please visit <https://www.oxy.edu/offices-services/humanresources/benefits-information>.

All qualified applicants will be considered for employment, including those with criminal histories, in a manner consistent with the requirements of applicable state and local laws, including the City of Los Angeles' Fair Chance Initiative for Hiring Ordinance.

Occidental College is committed to working with and providing reasonable accommodations to applicants with qualifying disabilities. If you need a reasonable accommodation because of a disability for any part of the application or employment process, please contact Human Resources (hr@oxy.edu).

As a condition of hire for a staff position and for appointment to a faculty position, Occidental College requires that all candidates who have received a conditional offer of employment complete an application form (if they have not already done so) and consent to a background check. Satisfactory completion of a background check, along with pre-employment verifications and references are required as a condition of employment, but only as permitted by federal, state, and local law, including the City of Los Angeles Fair Chance Initiative for Hiring Ordinance.