



THE ASSEMBLAGE



## **BARISTA CASHIER – THE ASSEMBLAGE JOHN ST.**

**Company Name:** The Assemblage

**Location:** 17 John St. New York, NY 10038

**Department:** Food and Beverage

**Employment Type:** Full- Time

**Job Title:** Barista Cashier

**Reporting structure:** Director of Food and Beverage/ Chef

### **WHO WE ARE**

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The Assemblage is a collaborative space and home for a community of individuals who believe the world is on the verge of a collective conscious evolution; transitioning from a society defined by the delusion of individualism and separation into one of mutual interconnectedness.

Below is a link to help you get a bit more familiar with our brand and ethos. Ultimately, we are creating a community, with homes both tangible and cultural. Our community will physically manifest itself in social, co-working, co-living spaces where our members have access to environments in which they can develop themselves both professionally and personally.

We are extremely passionate about this project and are looking for candidates who can bring a unique experience to this distinctive opportunity.

Please visit [www.theassemblage.com](http://www.theassemblage.com) to help you get a bit more familiar with our brand and ethos.

Kokua Hospitality manages operations for The Assemblage and is facilitating the creation and development of this unique community. Kokua Hospitality is a national hotel and resort management company affiliated with The Chartres Lodging Group. With home bases in San Francisco and Chicago, we manage properties throughout Hawaii, Napa, San Francisco, Chicago, Austin, and New York City. The word “kokua” is Hawaiian for “to serve, assist, cooperate and pursue knowledge.”

[www.kokuahospitality.com](http://www.kokuahospitality.com)

### **JOB DESCRIPTION**

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Our Barista Cashiers are responsible for exceeding our members’ expectations by providing them with the highest level of consistent, professional, warm and individualized service. This position will be responsible for the execution of all café beverages and have a detailed understanding of ingredients, allergies, and basic philosophies of the menu in order to communicate with members and respond to their needs. This position is responsible for the cleanliness, maintenance, and refills of the beverage and food area along with all payment handling.

### **ESSENTIAL RESPONSIBILITIES**

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- Greet guests as they approach.
- Effectively and efficiently complete the financial transaction.
- Maintain an upbeat positive attitude while being courteous to our guests throughout the transaction.
- Assist our members with taking orders and then making preparations according to brand specifications and the members request.
- Intricate knowledgeable proper preparation and recipes of coffee and teas, herbal remedies, grab & go menu options and more.
- Set up, maintain, restock, and break down all cafe items.
- Maintain the balance of the payment drawer at all times.
- Distribute and post marketing/informative materials per management.
- Adhere to additional standards set by designated brand.
- Ability to understand and follow directions given by management.
- Maintain a clean, sanitary, and safe environment for all.
- Comply with all health, safety and hygiene standards and policies to ensure a DOH letter A grade.
- Execute daily side-work with enthusiasm and motivation.
- Assist management team with administrative functions and daily food prep during down time.
- Other duties as required.

## **KNOWLEDGE, EDUCATION, SKILLS & ABILITIES**

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- Great customer service skills
- Ability to work independently
- Proficient in all aspects of barista duties and payment handling
- Must have advanced verbal and intermediate written English communication skills
- Ability to walk or stand for extended time periods.
- Excellent interpersonal skills and a positive attitude
- Available to work late nights, holidays and long days as necessary.
- Good math skills for counting money and providing correct change
- Knowledge of running a cash register, and credit card machine transactions
- This position requires continuous standing, full mobility, lifting, carrying and pulling up to 30lbs.

## **BENEFITS**

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- Paid holidays
- Paid personal time off (PTO)
- The Assemblage offers excellent benefits upon your second month of employment including medical, dental, vision, EAP, and 401K

## **EQUAL OPPORTUNITY STATEMENT:**

The following statement, with respect to Equal Employment Opportunity, confirms and continues our established position: The Assemblage operated by Kokua Hospitality is an equal opportunity employer. Kokua does not discriminate on the basis of race, color, age, sex, religion, ancestry, national origin, mental or physical disability, marital status, military status, sexual orientation, or any other characteristic protected by law.