

## BARISTA & CAFÉ SERVER

### THE ASSEMBLAGE NOMAD

<b>COMPANY NAME</b>	THE ASSEMBLAGE	<b>EMPLOYMENT TYPE</b>	FULL-TIME
<b>LOCATION</b>	114 East 25th St	<b>JOB TITLE</b>	Barista Cashier
<b>DEPARTMENT</b>	Food and Beverage	<b>REPORTING STRUCTURE</b>	Food and Beverage Management

### *Who We Are*

The Assemblage is a community providing co-working, co-living, social and event spaces for individuals interested in personal development, transformation, and interconnectedness.

Please peruse the website below to explore our brand and ethos. Ultimately, we are a community, with homes both tangible and cultural. The Assemblage NoMad and The Assemblage John Street are the first physical manifestations of this community, where our members can develop themselves professionally and personally.

We are extremely passionate about our project, our mission and our ethos. We seek candidates who can bring their unique perspective to this distinctive opportunity.

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

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, Houston, and New York City. The word "kokua" is Hawaiian for "to serve, assist, cooperate and pursue knowledge." Kokua Hospitality manages operations for The Assemblage and is facilitating the creation and development of this unique community.

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

### *Barista & Café Server Mission Statement*

Our Barista & Café Servers 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 Ayurveda in order to communicate with members and respond to their needs. service and execution of both the communal spread and the evening plate offerings. This position is responsible for the cleanliness, maintenance, and refills of the beverage and food area along with all payment handling.

## *Essential Responsibilities*

- Ability to greet guests with as they approach in a warm and authentic manner
- Effectively and efficiently complete all transactions
- Maintain an upbeat positive attitude while being courteous to our guests throughout shift
- Intricate knowledgeable proper preparation and recipes of coffee and teas, herbal remedies, grab & go menu options and communal spread
- 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
- 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
- Provide the highest quality service to members at all times, by instilling The Assemblage philosophy
- Provide exemplary service to all members by applying knowledge of service and the food and beverage menus.
- Perform all duties of a runner, busser, back/front-waiter & barista
- Carry, set up, maintain, restock, and break down all communal offerings
- Carry and properly present or set up ordered menu options throughout the building including but not limited to tables, bar area, café, lounge area, conference rooms, and offices
- Adhere to company and location specific policies and procedures
- Clearing and setting tables according to standards
- Check with members to ensure that they are enjoying their experience and meals.
- Respond proactively to any guest's requests and communicating them to management
- Execute daily side-work with enthusiasm and motivation
- Promote teamwork by creating a positive work environment
- Follow direction from the Chef and Management, assisting both the Operations and F&B teams
- Other duties as required

## *Qualifications*

- High School Diploma or equivalent
- 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 70lbs.
- Proficient in all aspects of serving, back waiting and running
- Attention to detail and ability to meet deadlines
- Possess a proven track record for guest satisfaction
- Two years hospitality/F&B experience preferred
- Experience or interest in Ayurveda, holistic food, and providing exceptional customer service
- Knowledge of food and beverage as well as a passion to cultivate this skill
- Displays a confident and professional appearance and meets company grooming standards

## *Benefits*

- 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.