

### **Part Time Café Associate**

The Nelda C. and H.J. Lutchter Stark Foundation is seeking a Part-Time Café Associate. Café Associate will perform food service-related duties in the Star and Crescent Moon Cafe, including the preparation and serving of food and nonalcoholic beverages. Employee may also be scheduled to assist in catering events which may include the serving of alcoholic beverages. Application is on file at Texas Workforce Center.

Criminal background check and drug test are required.

**Compensation: \$9.85/hr.**

**Application Process:** Apply via **Texas Workforce Commission** or email resume and cover letter to [swester@starkfoundation.org](mailto:swester@starkfoundation.org). Please put Café Associate as the subject line.

### **Star and Crescent Moon Café Duties**

- Clean, sanitize and organize eating, service, and food preparation areas and equipment
- Greet customers and ascertain what each customer wants or needs
- Request and record customer orders, receive and process payment transaction in cash register/point of sale (POS) system
- Prepare daily cash deposit as part of shift/evening closing process
- Relay food orders to food preparers
- Prepare daily food and beverage items using proper safety precautions and sanitary measures
- Serve guests
- Collect and return items to the clean-up area for washing; clean and wash items, dry & store properly
- Record, monitor and maintain safe food storage and preparation temperatures
- Label, date, store and use food items using the FIFO, or “First-In, First-Out” principles

### **Star and Crescent Moon Catering Duties**

- Under the direction of the Catering Supervisor, assist in preparation and serving of food and drinks to patrons attending arts and cultural functions
- Obtain licensing, such as TABC Certification/Food Handler Safety, as needed
- Clean and organize eating, service, and food preparation areas and equipment
- Comply with dress code and uniform standards for the events

### **General**

- Communicate with patrons regarding food and beverage offerings
- Comply with health department regulations regarding food preparation and serving
- Answer questions regarding Stark Cultural Venues
- Recommend measures to increase service quality and enhance job safety
- Ability to lift and carry 10-35 pounds short distances, bending and stooping
- Assist with other related café/catering duties as needed

### **Required Education, Experience and Skills/Abilities**

- High school diploma or equivalent preferred
- Must have or obtain TABC Seller/Server Training Certification within one month of hire
- Prior food preparation or wait staff experience preferred
- Lift up to 35 lbs and carry a short distance
- Bend, squat, kneel, reach above head to clean and complete other tasks

**Schedule:** Part-time; Tuesday – Saturday with evenings as needed; up to 20 hrs/wk