

**JOB OPENING
PLEASE POST**

**CAFÉ TEAM MEMBER
PART TIME
PORTAGE COUNTY**

Bean and the Baker, a social enterprise of Coleman Professional, offers locally sourced fresh food and beverages for the working professionals and residents of Ravenna, Ohio. Coleman is committed to providing a friendly breakfast and lunch environment for customers who visit to dine, relax or gather for informal meetings.

While Coleman is a nonprofit corporation, a goal of the café is to make a profit and reinvest funds to help underwrite behavioral health services. *Bean and the Baker* will provide exceptional customer service and quality meals to its patrons at a competitive price. Coleman advocates hiring individuals with disabilities in a competitive and integrated work environment. All employees will be well trained and held to high standards of food preparation and customer service.

We are seeking a part-time Café Team Member to educate customers by presenting and explaining all food items and beverages; prepare beverages and food per Café policies and procedures; welcome customers and determine their coffee or food interests and needs; use the POS system effectively to process customer transactions quickly and accurately; maintain customer service demeanor and promptly respond to all customer questions; manage cash drawers and follow all cash handling policies and procedures; and clean the Café. This position is part time and hours will vary based on the needs of the Café. Normal Café hours are M-F 7:00am – 4:00pm and Sat/Sun 8:00am – 2:00pm. Opening and closing typically occurs 30 minutes prior or after being opened for customers.

Applicants must have a high school diploma or equivalent, be capable of standing for periods of four hours or more, and be able to lift up to 30 pounds. Preferred candidates will have at least one year of customer service experience and at least one year barista experience in a coffee shop or café with knowledge of coffee recipes, coffee bean varieties, and roasting techniques.

Qualified applicants will receive consideration for employment without regard to race, color, religion, sex, national origin, sexual orientation, gender identity, disability or protected veteran status. E.O.E. Persons with a disability can request an accommodation to complete the application process by emailing careers@colemanservices.org with the subject line "Accommodation Request."

If interested in applying for this position, visit the e3 Home Page. On the right side is an "External Links" section. Under there, select "Current Job Openings." Browse to find the desired position and complete an employment application.

***ALSO NOTIFY THE HR RECRUITER OR GENERALIST BELOW
THAT YOU ARE APPLYING FOR THIS POSITION***

For questions contact Melissa Mitchell, HR&C Specialist

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