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# Example of Cafe Attendant Job Description

Our company is growing rapidly and is hiring for a cafe attendant. To join our growing team, please review the list of responsibilities and qualifications.

## Responsibilities for cafe attendant

* Replenishes foods at serving stations as needed
* Performs simple cleaning duties such as sweeping, mopping, and washing dishes, to keep equipment and facilities sanitary during hours of operation
* May wrap menu items such as sandwiches, hot entrees, and desserts for serving or for takeout
* May cook food or prepare simple food items, such as sandwiches, salads, and ice cream dishes, using standard formulas or following directions
* Brews coffee and tea, and fill containers with requested beverages
* Serve in the dining room when delivery functions are completed expediting food orders in the kitchen
* Understand and respond to all resident/guest needs and requests in a professional and courteous manner
* Follow specified procedure to provide prompt, efficient, and gracious customer service to our residents in the homes, including answering department telephones, taking and delivering orders and recording guest records
* Maintain facility's hospitality stations while on duty
* Greet guests warmly and promptly

## Qualifications for cafe attendant

* Must have F&B experience in a luxury environment
* High School diploma preferred and equivalent work experience required
* MUST be flexible with hours and schedule
* Follow the facility’s attendance policy and be on time for the shift
* Provide high-quality customer service by smiling at all times and anticipating the resident’s needs before they need to ask for anything
* Be a team player by assisting others when able