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# Example of Cafe Attendant Job Description

Our growing company is looking to fill the role of cafe attendant. If you are looking for an exciting place to work, please take a look at the list of qualifications below.

## Responsibilities for cafe attendant

* Become familiar with menu items, daily specials and featured wines
* Follows all SOPs for register operation, knows check policies, coupons, discounts and close out procedures
* Ensure the Gift Shop and cafe areas are clean and organized at all times
* Follow the daily checklist and complete all duties as assigned
* Prepare breakfast and lunch foods and beverages and deliver in a timely manner
* Work as a team in the preparation of special requests for luncheons, meetings and events
* Assist employees and guests with computer ordering problems
* Keep kitchen and café area clean and in pristine condition
* Operate the grill and dishwasher during your rotation
* Maintain awareness of supply inventory and follow Café procedures for replenishing supplies when running low

## Qualifications for cafe attendant

* May be required to work various positions in other areas to fill gaps in the schedule
* Complete end of day tasks as quickly as possible and assist others when the opportunity arises
* Previous cash handing experience is preferred
* Previous bussing experience is a plus
* Previous customer service experience is plus
* Ability to job required to stand, walk, stoop, kneel, crouch, or crawl