

JOB DESCRIPTION

Job Title:	Restaurant Assistant	Hours:	15-20 hours/week
Department:	Global Bistro	Hourly Rate:	\$10.00/hour
Supervisor:	Director of Business Services/Operations	Financial Aid Eligible?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No

Job Description:

The Restaurant Assistant is responsible for taking orders, collecting payments, and serving customers at the Global Bistro ensuring a positive customer experience.

Responsibilities:

- Serve as first point of contact with customers at the Global Bistro, greeting all customers in a friendly manner
- Take food and beverage orders and prepare and serve fresh coffee and beverages, as requested
- Serve food items such as soups and salads and inform chef of incoming orders for preparation
- Prepare and bag take-out orders with the appropriate food items and supplies
- Ensure customer satisfaction, resolve customer complaints, and address any questions or comments that customers may have
- Operate the point-of-service machine to take orders and collect payments
- Replenish supplies and condiments and ensure cleanliness of service and seating areas
- Assist with the preparation of food items, such as chopping vegetables or preparing sauces
- Clean food preparation equipment, dishes, glassware, and work areas
- Provide other front-of-house or back-of-house support, as requested

Job Qualifications:

- Previous work experience in a restaurant or café preferred
- Previous cash handling experience and basic math skills are required
- Excellent customer service skills
- Knowledge of health regulations and food safety
- Food handling and sanitation knowledge required
- Must be able to stand for long periods of time
- Must be able to fill orders and complete tasks in a timely manner
- Ability to interact effectively with a diverse international student population
- Solid written and verbal English communication skills
- **This role may require working in shifts, so flexibility is a must**