



313 Jefferson Ave  
Toledo, OH 43604  
419.720.7883 ext. 212

## **PART TIME CAFÉ ATTENDANT/JOB COACH**

*Reports to Café Manager*

### **GENERAL FUNCTION:**

Position will be responsible for handling a wide array of duties related to service at the Nourish Café (located inside the Nexus Health Care Clinic), including the Job Readiness program. The program provides individuals with soft skill, job specific skill, customer service and on the job training in our Café. Responsibilities will include knowledge of all café positions and a passion to assist clients in job training skills and job placement.

Part Time: M-F (9AM to 2PM)

Hourly Rate: \$12.00

### **DUTIES AND RESPONSIBILITIES**

- Knowledge of local health department sanitation requirements
- Cashier
- Sandwich Making
- Serve food and beverages to guests
- Thoroughly cleans dining room
- Stocks, cleans and maintains Café and equipment.
- Ensures guests receive friendly, courteous service at all times.
- Maintains in-depth knowledge of complete menu and products on hand.
- Maintains safe work environment
- Follows safety and sanitation policies and procedures at all times.
- Prepares and delivers training program to groups or individual of unemployed clients.

- Utilizes Job Readiness training material and provides suggestions for updates.
- Provides one on one support to clients throughout the program.
- Monitor the improvements of the clients and providing coaching when necessary.
- Performs other duties as assigned.

### **Attendance**

- Regular physical attendance at the worksite(s) is an essential function of this position as client interaction and staff supervision cannot be performed remotely.

### **QUALIFICATIONS:**

- A high school diploma or GED equivalent is required
- 1-year retail and food service experience is preferred.
- Previous direct training experience or direct classroom training experience in workforce development or a related field with some formal training preferred.
- Ability to work with the public
- Excellent customer services and communication skills
- Self-motivated and self-starter. Ability to work independently or as a team member.
- Ability to add and subtract, make change
- Must have computer knowledge
- Must be able to lift 60 pounds on occasion
- Must show initiative, independent thinking, and ability to use sound judgement in the absence of specific orders.
- Possess proficient reading, grammar and communication skills.