



Café Barista Contractor Success Map

Title: Café Barista Contractor

Reports to: Café and Bar Manager

The employee is a 1099 contractor, reporting to the Café and Bar Manager on a voluntary shift basis. They perform a variety of tasks specific to the daily operation of the AcA Café while providing friendly and quality service to patrons.

Focus Area: Guest Service

Success Statement: The Café Barista Contractor successfully maintains a structured cafe workspace, ensuring proper cleanliness and warm customer service for the café.

Performance Standard:

- Greet and engage with customers in a friendly and professional manner on a regular basis
- Familiar with both the cafe and bar menus, as well as current specials
- Able to properly operate the café equipment and machines
- Able to fulfill drink orders, both hot and cold, and completing transactions
- Able to work both unsupervised and with a team as needed
- Ability to work as both a barista and a bartender, as well as knowing how to set up for each
- Complete daily cleaning of surfaces, machinery, and utensils as well as café seating areas
- Maintain a clean workspace in accordance with local, state, and federal health and safety guidelines
- Stock and maintain inventory (cups, straws, condiments, syrups, etc). Notify Café/Bar manager when inventory levels are low
- Count the cash drawer at the beginning and at the end of each shift to ensure balance is maintained
- Available to work flexible hours as needed including but not limited to early mornings, evenings, weekends, and other special events

Qualifications:

- Must have an active state and parish bar card
- Must be able to stand, walk, bend, twist, crouch, reach, and lift up to 50 lbs.
- Previous barista and/or bar experience required
- Customer service experience required
- Must have experience cash handling and some form of POS experience
- Ability to operate iPads and POS accessories preferred