



211 Smith Street Sheridan, Wyoming 82801 (307) 672-2240

July 2019

**POSITION OPENING  
CAFÉ STAFF – PART-TIME**

Dear Applicant:

Thank you for your interest in the Grab-N-Go café staff position. We are looking for a person who has a positive-enthusiastic attitude, is driven to provide excellent customer service, passionate about the food, coffee and teas we serve and enjoys working with people.

This position works approximately 22.5 hours a week. Grab N Go is open Monday – Friday, 7:00 a.m. – 2:30 p.m. Position pays \$10.00 plus tips. Shifts to be filled are 6:30 -10:00 a.m. and 10:00 a.m. – 2:30 p.m.

Attached is a job description and application form. References should be job related. Apply @ The Hub ... on Smith – 211 Smith St. Applications will be accepted until the position is filled. The organization is an equal opportunity provider and an equal employment opportunity and “At Will” employer.

Best,

Sheree Childers-Cossel  
Human Resource Manager

Attachments

## THE HUB

### JOB DESCRIPTION

POSITION: Grab 'N Go café staff  
LOCATION: 211 Smith Street  
Sheridan, WY 82801  
REPORTS TO: Meals Program Director

#### JOB SUMMARY:

Our cafe staff are the face of the company to all our customers and provide the customer with an overall satisfactory coffee experience. They perform various functions that include, but are not limited to, taking customer orders, coffee and food preparation, barista, cash handling, and cafe maintenance. They are required to be knowledgeable about all aspects of our coffee, food, retail, and other products in order to maintain the highest standards of excellence.

#### DUTIES INCLUDE:

- Providing an exceptional coffee experience in the cafe.
- Preparing all coffee and specialty coffee drinks to the highest company standards.
- Assisting customers with courteous and swift service.
- Cleaning and maintaining cafe and all equipment.
- Following food and safety guidelines.
- Facilitating personal learning and career development by attending training classes and initiating on the training.

#### REQUIREMENTS:

Customer service experience in a restaurant or retail setting

**Note: Nothing in this job description restricts management's right to assign or reassign duties and responsibilities to this job at any time.**

**The Hub is an equal employment opportunity employer**

