Position Title: Cafe Associate  
Position Classification: Part-time seasonal, non-exempt  
Position Dates: First week of April- mid-October  
Pay Rate: Starting wage $9.00, commensurate with experience  
Department: Guest Experiences & Sales  
Reports to: Director of Guest Experiences and Sales

Job Summary:
Responsible for the day-to-day operations of the Living History Farms Snack Shop and setting a consistent, high standard of customer service and professionalism.

Primary Duties:
- Prepares snack items such as hot dogs, pizzas, and sandwiches following all applicable food safety laws and procedures to maintain safe, sanitary food preparation and serving conditions.
- Sells food items to visitors utilizing TAM point-of-sale system.
- Maintains a clean, inviting, and organized store by regularly mopping, wiping counters, and stocking merchandise.
- Assists guests by providing general information about the museum and its amenities, daily activities, and special events.
- Follows internal finance and inventory control procedures including daily drawer reconciliation and regular inventory counts.
- Provides feedback on inventory and coordinates product orders with the Director of Guest Experiences and Sales.
- Collaborates with other departments to ensure that visitor and member experiences are positive and that inquiries/comments are appropriately addressed and concerns are resolved.
- Other duties as assigned.

Qualifications and Skills
- High school diploma required; bachelor’s degree or enrollment in a degree-seeking program preferred.
- 1-2 years of sales, food service, or retail experience preferred.
- ServSafe training/certification preferred.
- Experience with point-of-sale/retail software and cash register operations required.
- Demonstrated excellent communication (verbal and written) and customer service skills required.
- Ability to work successfully under pressure and maintain a positive and professional attitude while handling multiple tasks.
- Proven dependability and organization skills, as well as attention to detail and time management skills required.
- Must be able to work well in a team environment and independently.
- Able to perform physical tasks (such as climb a ladder, lift up to 30 pounds, and stand for extended periods of time.)
- Must be able to work a flexible schedule that includes weekends and evenings as programs and events dictate.