

Café Associate

Summary: To assist the café manager by selling café products to visitors, assist in food preparation and maintain cleanliness of work area. The Café Associate reports directly to the Café Manager.

Principal Accountabilities:

- Provides hospitality to children and their caregivers by greeting each visitor, offering information, answering questions, and providing general assistance within the cafe
- Uses point-of-sale system to sell food products to customers.
- Prepare food orders, run cash register, and stock supplies

Responsibilities and Duties:

- Ensure all food items and other supplies are fully stock
- Interact with customers in a pleasant, friendly, and professional manner.
- Maintain accurate cash handling procedures at all times.
- Maintain safe working conditions and sanitary work area.
- Assist in set-up and clean-up of food for special events as needed.
- Assist in managing inventory; inform Café Manager of low stock levels
- Assist Programs with Fuel for adventure

This position is part time requiring 20-hour work week. Working weekends and holidays are required.

The Mississippi Children's Museum is a 501(C)(3) organization with the mission to create unparalleled experiences to inspire excellence and a lifelong joy of learning.

Management reserves the right to modify, delete, and/or add additional expectations to meet the needs of the Mississippi Children's Museum as necessary.