



Café Assistant

Summary: Sells café products to visitors, assists in food preparation, while maintaining proper sanitation and food handling procedures. Provides excellent customer service by being prompt with orders and resolving customer complaints and maintaining inventory records and cleanliness of work area. The Café Assistant reports directly to the Assistant Director of Food Services.

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
- Prepares food orders.
- Follows cash handling policies.
- Conducts biweekly café inventory.

Responsibilities and Duties:

- Interacts with customers in a pleasant and professional manner.
- Ensures all food items and other supplies are fully stocked.
- Maintains accurate cash handling procedures consistently.
- Maintains safe working conditions and sanitary work area consistently.
- Assists in set-up and clean-up of food for facilitated rentals as needed.
- Assists in managing inventory; informs Assistant Director of Food Services of low stock levels.
- SERV Safe certification required.
- Maintain Red Rocket Café seating area.

This position is a part time position requiring 20-25 hours work week. Working weekends and holidays are required.

The Mississippi Children's Museum is a 501(C)(3) organization with the mission of providing unparalleled experiences that ignite a thirst for discovery, knowledge, and learning in all children. To apply, please submit letter of interest and resume: careers@mcm.ms

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

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