

Café Associate



Summary: Assisting in selling café products to visitors, assisting in food preparation and maintaining cleanliness of work area. This position is part-time requiring up to 25 hours per work week. Working weekends and holidays are required. The Café Associate 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 café.
- Uses point-of-sale system to sell food products to customers.
- Prepares food orders, runs cash register, and stocks supplies.

Responsibilities and Duties:

- Ensures all food items and other supplies are fully stocked.
- Interacts with customers in a pleasant and professional manner.
- Maintains accurate cash handling procedures at all times.
- Maintains safe working conditions and sanitary work area.
- Assists in set-up and clean-up of food for special events as needed.
- Assists in managing inventory; informs supervisor of low stock levels.

Qualifications:

- High school diploma or GED required with a minimum of one year of retail, sales or customer service experience. Counterpoint system experience is a plus.
- Excellent interpersonal and verbal communication skills.
- Commitment to customer service excellence and teamwork.
- High comfort level working with children and a diverse population.
- Work flexible schedule including weekends and holidays.

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.

Updated: 9/5/23