



Barista  
*Job Description*

**Job Classification:** Non-Exempt, Part-Time

**Work Schedule:** As negotiated in employment letter.

**Reporting Relationship:** Director Employment Services

**Primary Accountabilities:**

The Barista's primary role is to greet customers, take orders, accept payments, prepare food, and drink orders. Baristas must do all these tasks quickly and efficiently while also making sure to form good customer relationships. This position must uphold the mission of the Capper Foundation.

**Major Duties:**

- Greeting customers, answering questions, locating items, and providing advice or recommendations.
- Preparing, grinding, and blending coffee beans, brewing coffee, and tea, and serving items to customers.
- Packaging food and beverages for sale.
- Learning about brewing methods, beverage blends, food preparation, and presentation techniques to improve food quality.
- Working as part of a fun, high-energy team.
- Bagging or wrapping purchase orders.
- Adhering to all food safety regulations and quality controls.
- Ensures that the store is clean and always organized.
- Other duties as assigned.

**Qualifications:**

- High school diploma or GED equivalent, or suitable alternative.
- Training and willingness to learn about food and beverage preparation.
- Elevated level of energy with strong customer service skills.
- A polite and engaging personality.
- Ability to stand, walk and collaborate with other team members to provide excellent customer service.
- Attention to detail.
- Helpful, courteous approach to resolving complaints.

**Training Requirements:**

- Must complete orientation training and maintain training certification based on agency procedures.

**Physical Demands:**

- Lift 50 pounds
- Bend, stoop, kneel, crawl, and walk frequently.



Barista  
*Job Description*

**Work Environment:**

- Direct contact with individuals who are severely physically and/or developmentally disabled and who may exhibit unpredictable behavior and uncontrollable outbursts. The physical characteristics of the work environment are such that noise and odor control procedures are required.

**Additional Duties:**

Additional duties and responsibilities may be added to this job description at any time. The job description does not state or imply that these are the only activities to be performed by the employee(s) holding this position. Employees are required to follow any other job-related instructions and to perform any other job-related responsibilities as requested by their supervisor.

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Supervisor Signature

\_\_\_\_\_  
Date