



KITCHEN JOB DESCRIPTION

A member of the kitchen staff reports directly to the shift manager and is responsible for the preparation and creation of all baked goods, sandwiches, salads, to-go options, and other foods within the shop. Maintains the cleanliness of BOH and FOH and keeps track of inventory supplies. When necessary, a kitchen staff member is willing to visit with customers, take food orders, and create relational experiences for customers.

Principal Responsibilities:

- Food preparation duties including prepping and slicing ingredients, preparing and cooking bakery items, and preparing to-go sandwiches as well as sandwiches and meals made to order.
- Counter responsibilities include delivering excellent customer service through good communication, positive attitude, and connecting with customers. Must be knowledgeable about all food-related offerings and store promotions.
- Must be knowledgeable about food allergens and cross-contamination prevention as well as food alternatives for certain allergies and diets.
- Prepares quality-finished products at a variety of workstations. Complies with all health and safety standards.
- Contributes to a positive store atmosphere by remaining calm during periods of high stress and communicating any potential problems to the manager on duty.
- Acts in accordance with MOSAIC COFFEE Co. values and culture and strives to promote these values within the team and to customers.
- Maintains proper attendance and punctuality.
- Maintains cleanliness of the BOH (back of house) and FOH (front of house) workstations and all productions.
- Follows MOSAIC COFFEE Co.'s Employee Handbook and Dress Code.
- Willing to interact with customers and create relational experiences with customers.
- Follows instructions from Shift Leaders and is self-motivated.
- Has an inquisitive mind and is willing to learn and share experience with team members.
- Keeps track of inventory and responsibly uses product in order to minimize waste.