



The Jewish Community Center has openings for part time **Counter Attendants** to join our team to work in our J Café and Concession at our Creve Coeur location. Our J Café and Concession are open seven days per week with midday and early evening shifts available at this time. These part time positions require flexibility in schedule and will average from 10-25 hours per week depending on candidate availability and business needs.

Summary: Responsibility ranges from cleaning to taking orders, to making food items, to serving the food. The Counter Attendant generally performs an array of duties in a restaurant environment.

Responsibilities

- Prior to opening, make sure all the ingredients and raw materials are in stock and prepped. Ensure tables and chairs are clean and properly set out as well as make sure the work area is clean.
- Count and total cash drawer at beginning and end of shift. Turn in totals to supervisor.
- Take food and beverage orders from the customers. Record and process the orders in our computerized system (CSI), present bill to customer, collect payment and deposit cash.
- Prepare and serve food and beverages according to customer orders.
- Ensure napkins, cutlery, straws etc. are made available at each table or upon customers demand.
- Pick up debris from around the tables, floors, counters, and serving areas.
- Clean dishes, tables, counters and floor space throughout shift as necessary. Ensure entire restaurant/kitchen area is cleaned before leaving.
- Take a stock of all the items once the restaurant is closed to customers and report to supervisor.
- Other duties as assigned by supervisor.

Work Conditions

Will work in Café (indoors) and Concession (air-conditioned with window to customers outside) which serves outdoor pool area.

Qualifications:

- High School Diploma/GED is required.
- A current ServSafe Sanitation Certificate, preferred.
- Excellent organizational, time management and decision making skills are required. Must be able to deliver orders without long lead times.
- Must be able to communicate clearly and effectively both verbally and in writing in English while listening effectively to correctly take orders.
- Excellent customer service skills with a calm and composed nature to address customer needs and be able to work with difficult customers are necessary.

- Good housekeeping skills.
- Basic mathematical skills to accurately process bills and order payments.
- Must be able to effectively liaise with co-workers, customers, chefs, and managers.
- Experience and ability to ensure high quality food production and presentation is required.
- Must have knowledge of the general use and care of kitchen equipment, including but not limited to grill machines, deep fryer, soda fountain, coffee machines, etc.
- Must have basic Microsoft Office Suite knowledge (Word, Excel, Outlook) and demonstrated ability to learn and use inventory and billing/cash register software. We use CSI for this and will train in use of it.
- Must have the ability to stand for prolonged periods; to lift, bend, stretch, reach, stoop, push, pull and frequently lift up to 35 pounds; and to walk to other areas on campus. Visual and auditory acuity necessary to perform the job is required.

Current Hepatitis A vaccination is required per state regulations (provided if necessary).

To learn more about the J and all we do please see our website: www.jccstl.org

To apply for this position, please submit your cover letter, resume, and completed J application to careers@jccstl.org . Please indicate the title of the position you are applying for and your availability in the subject line of your email. The J's application is available for printing from the employment section of our website. Please note this is not an online form.

The J is an Equal Opportunity Employer and participates in the Department of Homeland Security's E-Verify program.