



## SEEKING BARISTAS/BARTENDERS FOR DAYTIME, EVENING, AND WEEKEND SHIFTS

### BACKGROUND

ELEMENTS HAS BEEN AN ANCHOR IN DOWNTOWN BIDDEFORD SINCE MARCH 2013, SERVING HIGH QUALITY COFFEE DRINKS AND LOCAL CRAFT BEER AND WINE; CURATING A HIGH QUALITY SELECTION OF USED AND LIKE-NEW BOOKS FOR SALE; AND PROVIDING A SAFE AND COMFORTABLE PLACE FOR CUSTOMERS TO MEET, WORK, STUDY, AND ENJOY WEEKLY LIVE MUSIC.

### JOB RESPONSIBILITIES

STAFF WORK BEHIND THE COUNTER PREPARING COFFEE AND ESPRESSO DRINKS, SERVING FOOD, AND TENDING BAR WHILE ENGAGING IN FRIENDLY AND PROFESSIONAL SERVICE WITH CUSTOMERS.

### ALL EMPLOYEES MUST:

- PREPARE HIGH QUALITY COFFEE AND ESPRESSO DRINKS;
- PREPARE AND SERVE A LIMITED MENU INCLUDING PASTRIES, BAGELS, AND SMALL PLATES;
- TEND BAR AND SERVE BEER AND WINE KNOWLEDGEABLY AND RESPONSIBLY;
- ENGAGE IN FRIENDLY AND PROFESSIONAL CUSTOMER SERVICE;
- MAINTAIN ACCURATE TABS AND CASH REGISTER;
- SET UP FOR LIVE MUSIC, MEETINGS, AND EVENTS;
- WORK POSITIVELY IN A SETTING WHERE TEAMWORK AND CLEAR COMMUNICATION ARE ESSENTIAL;
- CONTRIBUTE TO CAFE CLEANLINESS AND ORGANIZATION;
- BE AVAILABLE TO WORK AT LEAST ONE WEEKEND DAY SHIFT AND ONE WEEKEND CLOSING SHIFT PER MONTH.



## HIRING

INTERESTED CANDIDATES MAY EMAIL A RESUME AND COVER LETTER (IN WORD, PDF, OR GOOGLE DOC FORM) TO [ELEMENTSINC@GWI.NET](mailto:ELEMENTSINC@GWI.NET).

PREFERENCE WILL BE GIVEN TO CANDIDATES WHO ARE AVAILABLE YEAR-ROUND, AND TO CANDIDATES THAT HAVE PREVIOUS BARISTA AND/OR BARTENDER AND/OR FOOD PREPARATION EXPERIENCE.

REVIEW OF APPLICANTS WILL BEGIN IMMEDIATELY AND WILL CONTINUE UNTIL THE POSITIONS ARE FILLED. NO PHONE CALLS, PLEASE. DUE TO HIGH VOLUME OF APPLICATIONS RECEIVED, WE DO NOT REPLY TO ALL INQUIRIES.

## COMPENSATION

STAFF RECEIVE HOURLY WAGE + CASH AND CREDIT CARD TIPS + BENEFITS.

STAFF ARE GUARANTEED A MINIMUM OF 16 HOURS PER WEEK.

## PERFORMANCE REQUIREMENTS

ALL EMPLOYEES MUST:

- CREATE A SAFE, WELCOMING, AND COMFORTABLE ATMOSPHERE FOR REGULARS AS WELL AS NEW CUSTOMERS AND VISITORS;
- BE FLEXIBLE, RESPONSIVE, TEAM-ORIENTED, SELF-DIRECTED, AND ABLE TO STAY ON TOP OF TASKS AT ALL TIMES;
- COMPLY WITH AND ENFORCE POLICIES AND PROTOCOL, E.G. LUNCH BREAKS, PUNCTUALITY, APPROPRIATE DRESS;
- POSSESS AND UTILIZE EXCELLENT TEAM BUILDING AND COMMUNICATION SKILLS;
- BE ABLE TO WORK ACCURATELY UNDER STRESS;
- MAINTAIN CONFIDENTIALITY WHEN OUT OF THE WORKPLACE;
- ATTEND ALL STAFF MEETINGS, TRAININGS, AND OUTINGS.



## WORK ENVIRONMENT

THIS POSITION IS LOCATED IN A BUSY, FAST-PACED SPECIALTY COFFEE SHOP, CRAFT BEER BAR, BOOKSTORE, AND LIVE MUSIC VENUE. NOISE LEVEL MAY BE LOUD AT TIMES.

## PHYSICAL DEMANDS

ALL EMPLOYEES MUST:

- BE ABLE TO REMAIN IN A STATIONARY POSITION FOR UP TO 8 HOURS PER DAY;
- CONSTANTLY MOVE ABOUT BEHIND THE COUNTER AND THROUGHOUT THE CAFÉ;
- FREQUENTLY OPERATE COMPUTER EQUIPMENT, SUCH AS AN IPAD; OPERATE AND MAINTAIN COFFEE EQUIPMENT, INCLUDING AN ESPRESSO MACHINE; AND OPERATE AND MAINTAIN BEER EQUIPMENT, INCLUDING A KEGERATOR WITH DRAFT LINE SYSTEM;
- FREQUENTLY INTERACT WITH AND EXCHANGE ACCURATE INFORMATION WITH STAFF MEMBERS, CUSTOMERS, VENDORS, SALESPEOPLE, AND OTHER COMMUNITY MEMBERS;
- FREQUENTLY BE ABLE TO DISTINGUISH SOUR, ACIDIC, AND BITTER FLAVORS IN COFFEE AND ESPRESSO;
- OCCASIONALLY ASCEND/DESCEND A STAIRCASE;
- OCCASIONALLY BE ABLE TO LIFT 25-50 POUNDS.

## OPPORTUNITIES FOR GROWTH

- PROMOTION TO MANAGERIAL ACTIVITIES, E.G. INVENTORY AND ORDERING; EVENT PLANNING AND COORDINATION; PHOTOGRAPHY AND SOCIAL MEDIA CONTRIBUTIONS, ETC;
- BEING TRAINED AS A SERV SAFE SITE MANAGER;
- ATTENDING COFFEE, BEER, AND WINE INDUSTRY TRADE SHOWS, TASTINGS, AND EVENTS;
- ASSISTING WITH COFFEE ROASTING AND PACKAGING;
- OTHER GROWTH AND LEARNING OPPORTUNITIES POSSIBLE IN CONVERSATION WITH THE OWNERS.

ELEMENTS IS AN EQUAL OPPORTUNITY EMPLOYER.