Job Title: Café Guest Service Representative
Exempt/Non-exempt: Non-exempt
Schedule: Weekdays, Weekends, Holidays
Organization: Guest Service Department

This seasonal minimum wage position is responsible for reviewing and processing payments for services, preparing food and maintaining a clean and safe work area at the Cafe. Duties may include but are not limited to:

**Job Duties:**
- Collect payments from customers for services and issue necessary receipts.
- Balance daily receipts for monies received.
- Receive, verify, and record daily receipts for bank deposits.
- Prepare, heat, and serve food items.
- Keep concession areas neat, clean and stocked.
- Assist in inventory control.
- Clean and maintain grounds as needed.
- Take food orders accurately and manually count back change.
- Keep accurate records of payments received.
- Understand and follow written and oral instructions.
- Establish and maintain effective relationships with managers, staff and the general public.

**Job Skills/Experience Requirements:**
- Must have a valid Serve Safe Food Handlers certificate.
- Knowledge of food safety rules and regulations.
- One year of experience involving food services, customer services and cash handling.
- Experience relating well to children and adults in a professional manner.
- Ability to do basic math calculations (addition, subtraction, multiplication, division).
- Operate a Point-of-Sale system and make necessary cash transactions with speed and accuracy.
- Operate an adding machine.
- Communicate clearly, orally and in writing in the English language.
- Must be able to work on Saturdays, Sundays and holidays, as well as weekdays.

**Education / Certifications:**
- High School diploma or GED preferred.

**Job Abilities:**
- Must be at least 18 years of age at time of hire.
- Must be able to work in a fast pace environment.
- Must be able to lift 25 lb. and stand for several hours at a time.
- Able to work around and in close contact with animals daily.

**How to apply:** Pick up an application at Fairytale Town’s Box Office which is open 9am-3pm. Or apply on the pdf. application and email the application to Zang Her, Guest Service Manager at zher@fairytaletown.org. No phone calls, please.