The Café Service Representative position is responsible for reviewing and processing payments for services, preparing food and maintaining a clean and safe work area at the Cafe.

**Job Duties:** Duties may include but are not limited to:
- 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 service, customer service 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 16 years of age at time of hire.
- Must be able to work in a fast-paced environment.
- Must be able to lift 25 pounds and stand for several hours at a time.
- Able to work in close proximity to animals.

*How to apply:* Application available online at [www.fairytaletown.org](http://www.fairytaletown.org) or at Fairytale Town’s Box Office: 3901 Land Park Drive, Sacramento, CA 95822. Box Office is open from 9am-4pm. No phone calls, please.