



Job Title: Café Service Representative	Last Date Modified: January 2023
Exempt/Non-exempt: Non-exempt	Full Time / Part Time / Seasonal: Seasonal
Schedule: Weekdays, Weekends, Holidays	Hours/Pay: 16 hours per week / \$17 per hour
Organization: Guest Service Department	Supervisor Title: Guest Services Manager

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 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.