

TOVA COFFEEHOUSE

KITCHEN JOB DESCRIPTION

Members of the kitchen staff report directly to the Shift Manager and are responsible for the preparation and creation of all baked goods, sandwiches, salads, and other foods within the shop.

Principal Responsibilities:

- Food preparation duties including prepping and slicing ingredients, preparing and cooking bakery items, and preparing sandwiches to order for customer consumption.
- Counter responsibilities include delivering excellent customer service through good communication, positive attitude, and connecting with customers. Must be knowledgeable about all food-related offerings and store promotions.
- Prepares quality finished products at a variety of work stations. Complies with all health and safety standards.
- Contributes to a positive store atmosphere by maintaining calm during periods of high stress and communicating any potential problems to the manager on duty. Acts in accordance with TOVA values and culture and strives to promote these values within the team and to customers.
- Maintains proper attendance and punctuality.
- Maintains cleanliness of the BOH work stations and all production.