



FOR YOUTH DEVELOPMENT®
FOR HEALTHY LIVING
FOR SOCIAL RESPONSIBILITY

Café Attendant, Part-Time, Framingham

At the MetroWest YMCA, our mission and core values are brought to life by our culture. In the Y, we strive to live our cause of strengthening communities with purpose and intentionality every day. **We are welcoming:** we are open to all. We are a place where you can belong and become. **We are genuine:** we value you and embrace your individuality. **We are hopeful:** we believe in you and your potential to become a catalyst in the world. **We are nurturing:** we support you in your journey to develop your full potential. **We are determined:** above all else, we are on a relentless quest to make our community stronger beginning with you! Competitive pay and benefits!

POSITION SUMMARY:

Under direction of the Kitchen Manager, the Café Attendant is responsible for the preparation and serving of food and beverages at the MetroWest YCMA Café.

OUR CULTURE:

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ESSENTIAL FUNCTIONS:

1. Operate and maintain all commercial kitchen equipment and follow preventative maintenance plan for kitchen equipment.
2. Follow all Food Handlers Regulations and requirements.
3. Participate in special events which involve the café area.
4. Maintain positive communications with all members and other YMCA staff members.
5. Prepare food and beverage items for members.
6. Greet customers and serve food and beverages, keeping food at proper temperatures, practicing portion control.
7. Operate the cash register and make correct change as required.
8. Close out the cash register and prepare deposit at the end of the shift.

9. Clean and disinfect refrigerators, coolers, stove, oven, counters, and other kitchen equipment.
10. Hand wash and sanitize all cookware and utensils.
11. Discard spoiled or old food and take out the garbage.
12. Clean floors; wipe walls, doors, and windows, and perform other cleaning and sanitation duties.
13. Report to supervisors any unsafe conditions and defective equipment.
14. Maintain knowledge of Association policies and procedures, risk management, safety practices and applicable laws.
15. Lead by example at all times. Interact with a high level of professionalism and accountability.
16. Attend staff meetings and trainings as required.
17. Perform other duties as assigned.

OTHER DUTIES AND RESPONSIBILITIES:

1. Maintaining a clean, well-groomed appearance while on duty and keeping in compliance with the Association and Department Dress Code Policy
2. A continued commitment to member satisfaction by ensuring excellent Member Experience
3. Maintaining the safety of all members and staff by identifying and correcting risk situations, writing incident reports, etc.
4. Ensuring the overall cleanliness of the facility
5. A commitment to Diversity and Inclusion

REQUIREMENTS:

1. 16 years of age with at some experience in a food service environment.
2. Pleasant manner and ability to deal with people.
3. Familiarity with office and kitchen equipment.
4. Ability to use a cash register and make correct change.
5. Exhibit strong leadership skills; possess a passion for member service, building and maintaining a culture of member service excellence
6. Acquire and maintain the following certifications:
CPR Pro/AED/O2 & First Aid

LEADERSHIP COMPETENCIES:

- Communication & Influence
- Inclusion
- Emotional Maturity

WORK ENVIRONMENT & PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- The employee is required to stand for long periods of time and must be able to move around the work environment.
- The employee must occasionally lift and/or move up to 25 pounds.
- Specific vision abilities required by this job include close vision, distance vision, and the ability to adjust.
- The noise level in the work environment is usually moderate.

COVID precautions:

- MetroWest YMCA is having employees and members wear masks (optional if fully vaccinated), practice social distancing, continuous facilities cleaning, encourage frequent hand washing/use of antibacterial sanitizer, and encouraging COVID vaccinations.

Qualified and interested applicants please submit a cover letter and resume to Employment@metrowestymca.org or apply online.

[TO APPLY, CLICK HERE TO FILL OUT THE APPLICATION. THEN, SAVE YOUR APPLICATION AND EMAIL IT TO EMPLOYMENT@METROWESTYMCA.ORG](#)