

Honolulu Museum of Art

JOB DESCRIPTION

Job Title:	Barista
Department:	Cafe
Supervisor:	Restaurant Manager
Employment Status:	Part-Time
FLSA Status:	Non-Exempt
Work Hours:	Various Shifts Available
Issue/Reissue Date	June 26, 2017

The Honolulu Museum of Art (HoMA) is an equal opportunity employer committed to recruiting and retaining a diverse, qualified workforce. The Museum strives to maintain a staff that works together to maintain its mission:

To bring together great art and people to create a more harmonious, adaptable and enjoyable society in Hawai'i.

Our Vision: To be a world-class institution with great collections of art and leading education programs. We will reflect changes that are happening in Hawaii, Asia and the world.

Conceived as an institution that would make Hawai'i an even better place to live, the Honolulu Museum of Art (HoMA) is committed to showcasing the highest quality art from around the world for the benefit of residents and visitors. Art and Education are central to the museum's mission, with 299,000 people visiting each year and 36,900 students participating in school programs both at the museum and throughout the community. The museum's art collection has grown into one of the most extensive in the United States, with a special emphasis on works of art that reflect the diverse communities that call Hawai'i home.

Job Summary:

To provide prompt customer service, create quality beverages and products, and maintain a clean and comfortable environment for customers.

Minimum Qualifications:

- High school diploma or equivalent.
- 1-2 years of prior experience serving customers in a coffee shop, restaurant and/or food catering environment.

Desired Qualifications:

- Ability to take direction from a manager and to work cooperatively with other staff.
- Organized and detail oriented with the ability to handle multiple tasks and work calmly and efficiently under pressure.
- Ability to be flexible and to solve unexpected problems as they arise.
- Strong interpersonal skills and the ability to build relationships.
- Excellent customer service skills.

Essential Duties:

- Performs the day-to-day operations of the Coffee Bar.
- Prepares coffee and ensures that quality meets the standards of the Honolulu Museum of Art.
- Responsible for cleaning and maintaining facility.
- Maintains appropriate stock levels and beverage preparation items.
- Demonstrates integrity, honesty, and knowledge that promote the culture, values and mission of Honolulu Museum of Art.
- Maintains a poised appearance during periods of high volume.
- Discovers and responds to customer needs.
- Models a customer comes first attitude and delivers legendary customer service.
- Other duties as required.

Traits and characteristics:

The successful candidate should demonstrate an ability to initiate and sustain momentum without close supervision. Exhibiting a polished presence, diplomacy, discretion and a deep respect and understanding of the museum and vision, mission and values.

Working Conditions and Atmosphere: Language Skills

Ability to read and comprehend instructions, short correspondence, and memos.

Ability to effectively present information in one-on-one and small group situations to customers of the museum.

Mathematical Skills

Ability to add, subtract, multiply, and divide using whole numbers, common fractions, and decimals.

Physical Demands

Must be able to stand and walk for 8 hours, and be able to maneuver around and between chairs and tables. Able to bend, stoop, and kneel. Must be able to use fingers, hands and arms to hold utensils, plates, glasses and cups. Must be able to lift, hold and carry up to 25 pounds for much of the shift and occasionally up to 50 pounds. Must be able to reach outward and overhead. Noise level is sometimes louder than normal due to multiple conversations. Able to hear and understand normal conversation in order to take food orders. Ability to speak clearly and audibly.

The statements contained herein describe the scope of the responsibilities and essential functions of this position, but should not be considered to be an all-inclusive listing of work duties and requirements. Individuals may perform other duties as assigned including work in other areas to cover absences or relief to equalize peak work periods or otherwise balance the workload.

Honolulu Museum of Art is an Equal Opportunity Employer and does not discriminate against any employee or applicant for employment because of race, color, sex, age, national origin, religion, sexual orientation, gender identity, status as a veteran, and basis of disability or any other federal, state or local protected class.