



Job Title: <b>Café Service Representative</b>	Last Date Modified: December 2023
Exempt/Non-exempt: <b>Non-exempt</b>	Full Time / Part Time / Seasonal: <b>Seasonal</b>
Schedule: <b>Weekdays, Weekends, Holidays</b>	Minimum Hours: <b>Hours varies, \$18 per hr.</b>
Organization: <b>Guest Service Department</b>	Supervisor Title: <b>Guest Services Manager</b>

This seasonal minimum wage position is responsible for reviewing and processing payments for services, preparing food and maintaining a clean and safe work area at the Cafe. Duties may include but are not limited to:

**Job Duties:**

- 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 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 services, customer services 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 18 years of age at time of hire.
- Must be able to work in a fast-paced environment.
- Must be able to lift 25 lb. and stand for several hours at a time.
- Able to work around and be in close contact with animals daily.

**How to apply: Email the online application to [mail@fairytaletown.org](mailto:mail@fairytaletown.org) or pick up an application at Fairytale Town's Box Office, 3901 Land Park Drive, Sacto, CA 95822. Box Office is open from 9am-3pm. No phone calls, please.**