I. Basic Function
   Assist in overall activity in the café during lunch operations to ensure that customers are receiving great customer service and high quality food in a timely manner.

II. Organizational Relationship
   Responsible to the Washington Pavilion Management, Inc. Food, Beverage and Retail Manager, Assistant FBR Manager and Executive Chef

III. Specific Duties and Responsibilities
   a. Basic food preparation, including assembling pizzas, making sandwiches, slicing vegetables, etc.
   b. Responsible for set-up and tear down of food line.
   c. Must comply with basic health codes.
   d. Operation of POS system for order taking and accurate handling of cash.
   e. Must know the lunch menu and be able to prepare the items accurately and answer any customer questions.
   f. Cleaning and sanitizing tables and maintaining order of the dining room area, including picking up dirty dishes.
   g. Superior customer service.
   h. Stocking and refilling coolers and paper/dry goods as needed.
   i. Daily, weekly, and monthly cleaning duties.
   j. Assist with washing dirty dishes.
   k. Work closely with chefs to ensure that all needed products are on hand.

IV. Other
   a. Represent Washington Pavilion Management, Inc. and Leonardo’s Café in a positive, professional manner.
   b. Any other duties assigned by management.
   c. Be familiar with Washington Pavilion programs.

V. Qualifications
   a. Flexibility in availability to work; must be available lunch hours on weekdays and Saturday.
   b. Ability to stand for long periods of time.
   c. Ability to work well under pressure and meet deadlines.
   d. Must have and maintain a positive attitude, tolerance of diversity, and respect for co-workers.
   e. Must be flexible and willing to take initiative in identifying and performing work that needs to be done.
   f. Basic cash handling skills; ability to reconcile money accurately.
   g. Excellent customer service skills. Demonstrated tact and proficiency when handling sensitive customer service issues.