La Cocina is seeking a Senior Barista for our La Paloma Bar and Cafe pop up program at the La Cocina Municipal Marketplace located in the Tenderloin District of San Francisco, CA.

Start Date ASAP  
Position: Senior Barista  
Reports to: Kitchen Manager  
Full-time, hourly Schedule  
Schedule: 7:00 pm - 3:00  
Tip-inclusive Hourly Rate: $22-25 per hour, BOE  
Positions to fill: 1  
Food classification-based benefits apply  
No-tip policy

**Job Summary:** Under the direction of the Kitchen Manager, the Senior Barista is responsible for the daily cafe service and operations of La Cocina’s La Paloma Bar and Cafe. The hours of operation are 8 am - 2:00 pm. This position has a can-do attitude, is a problem solver and a team player, communicates friendly with vendors and customers, and offers a high level of service in a fast-paced environment. General job duties include, but are not limited to:

**Bar and Coffee Service - Maintains Coffee Quality and Standards and the Customer Experience**

- Take orders on our Toast point of sales system  
- Serve beverages and coffee to customers to order  
- Process credit card and cash transaction, make change when necessary, when cashiering and taking orders  
- Monitor drink preparation so that all beverages are made to the highest quality and prepared in a timely manner  
- Work alongside program participant to fulfill and bag to-go orders accurately  
- Complete all café open and closing tasks including but not limited to preparation, service, setup and clean up  
- Maintain cleanliness and organization of the café
  - Maintain all prep and customer-facing areas tidy and organized, including counters, floor, and tables  
  - Keep the bar and outdoor patio seating areas clean, consistently checking throughout service hours  
  - Uphold safety and health standards for café  
- Maintain coffee quality
  - Follow recipes and preparation procedures and maintains quality standards  
  - Implement, uphold, and train La Cocina program participants on the proper measurements, timing, and temperature for preparation of all coffee, tea, and additional beverages,  
  - Ensure ingredients and supplies are stored correctly for quality and safety, and  
  - Collaborates with program participants to create new and complementary coffee beverages that pair well with the pop up business’ food and pastries  
- Uphold La Cocina’s values and customer service
  - Uphold La Cocina’s Community Guidelines
Ensure all customers are greeted with the highest degree of friendliness and respect
- Offer all community members and customers an enjoyable experience
- Stay vigilant to open the door for customers who need physical support
- Make informed recommendations on food and beverage menu offerings
- Support program pop up participant as needs arise

- Actively support the café’s environment for community education
  - Understand La Cocina’s mission to be able to communicate with customers about our work and partnership

**Administrative Support**
- Support with tracking café inventory, including coffee, dairy, general supplies, food items, retail items, and catering supplies; submit inventory and order requests to Kitchen Manager who will place orders
- Be on-site in café to accept weekly deliveries
- Ensure a balance of the register at the end of each shift by following closing procedures
- Maintain on-going communication with the Kitchen Manager regarding processes, POS changes for menu items and prices as instructed by Kitchen Manager
- Complete and submit a daily closing report to Kitchen Manager
- Report any issues that arise during the shift to Kitchen Manager
- Fulfill additional related tasks as assigned by Kitchen Manager
- Follows emergency and safety protocols as guided by La Cocina’s protocols

**Support catering program**
- Work with the Kitchen Manager and catering team to confirm and fulfill all bar and cafe catering orders
- Be available to serve at off and on premise bar and cafe catering events

**Support the La Cocina Pop up participants**
- Provide on-going training to new and existing staff and the La Cocina participants rotating in the La Paloma pop up program
- Willing and able to respectfully correct staff on their daily responsibilities
- Willing and able to receive feedback from staff on café operations
- Work with leadership to troubleshoot and address any issues and find timely resolutions

**Technology and Data**
- Toast: track La Cocina and vendor sales
- Slack: Internal La Cocina communication
- Sales: Report entrepreneur technical assistance hours to Kitchen Manager to track impact

**Skills and Qualifications**
- Strong experience with bar and cafe service
Experience overseeing cafe operation
Punctuality, reliability and excellent time management skills
RBS certified to serve alcoholic beverages responsibly
Upholds organizational values
Willingness to work a flexible schedule to meet the needs of the business and catering events on day, nights, weekends and holidays
Cash handling and or cashiering POS experience
Excellent mathematical, multitasking, and computer skills
Ability to multitask and fulfill duties effectively in a fast-paced environment
Ability to meet physical demands which may include lifting and moving objects weighing up to 50 pounds and sitting or standing for long periods of time
Excellent communication skills and hospitality-oriented
Excellent team-oriented interpersonal skills
Can-do attitude and appreciates a fun and community-oriented environment
Culturally competent and respectful of our diverse entrepreneur and neighborhood community

Time off Restrictions
Avoid taking substantial time off during the following period; and must arrange for coverage before approval by Manager:

- Annual January kitchen maintenance
- Holiday season: November – December
- Scheduled events and catering at the marketplace

Physical Demands
This position involves constant moving, talking, hearing, reaching, grabbing, and standing for at least 6 consecutive hours. May occasionally involve stooping, kneeling, crouching, and climbing ladders. Must be able to lift and move objects weighing up to 50 pounds. Specific vision abilities required include close vision, distance vision, color vision, peripheral vision, and the ability to adjust focus. The noise level in the work environment is usually loud. Depending on location and time of year, extreme high and low temperatures within the building will be experienced. Personal protective equipment may be required to be worn for specific duties.

Email jobs@lacocinasf.org with the subject Senior Barista