

Position: Barista/Bartender

Employee Type: Part-time (average not to exceed 30 hours/week): Hourly: Non-exempt; This is a union-represented role

Reports To: Retail Manager

Work Schedule: As Needed. Shifts scheduled between 8am-9pm, typically between 6 & 8 hours in duration. Some shifts will be worked alone.

Wage: Starting at \$16.50/hour plus tips. Historically, tips have averaged \$9/hr, but are not guaranteed.

Overview:

The Center for Fiction has connected writers and readers for over two hundred years. We encourage people to read and value fiction, and we support and celebrate its creation and enjoyment. We do this by providing access to books, supporting emerging writers, introducing children to contemporary books and authors through our KidsRead program, and nurturing diverse readers of all ages through our educational and public programs. In the past year, over 200,000 visitors came to us in person at The Center in Brooklyn, and almost 40,000 people participated in our programs. As a longtime home for readers and writers, we know that fiction expands our capacity for empathy and connection, and that sharing stories transforms communities.

We run a café & bar on our ground floor between our bookstore and event space. The cafe is intended as a source of revenue to support the mission work of the nonprofit, and as a service to our members and community. During the day, when not in use for programs, the café serves as a lively community space where writers work, kids read books, and friends catch up. In the evening, we serve patrons attending our events and classes. It is important that all the cafe staff are interested in the overall work of the cultural nonprofit, and actively encourage patrons to become more involved in the mission and programs. The cafe staff have significant daily interactions with our cafe regulars and members, and they are an important resource in gathering community feedback.

Job Description:

In addition to full coffee/espresso service, the café features a selection of locally baked pastries, small bites, as well as beer, cocktails, wine and specialty non-alcoholic beverages. The barista/bartender should have a passion for delivering good customer service, and a willingness to develop and learn new skills.

Barista experience and **Food Handler's License** are strongly preferred.

Responsibilities:

- Sell and serve all cafe items
 - Prepare coffee/espresso drinks and other beverages including alcoholic drinks
 - Prepare snacks and other food items
 - Use the register to calculate orders, prices, and perform transactions

- Count cash and tips at the beginning and end of each shift to ensure proper accounting
- Bartend program, rentals and specialty events as scheduled
- Provide Customer Service
 - Balance the need to be friendly to customers with the need to quickly get through lines of waiting customers
 - Create a welcoming environment
- Maintain space - cafe counter, auditorium, and downstairs public bathroom
 - Perform assigned side work such as cleaning, stocking, and food preparation throughout the day
 - Maintain a clean and healthy environment at the cafe counter to meet DOH standards
 - Maintain cleanliness standards and supplies in the public bathroom and report any significant issues to Operations team
 - Proactively ensure appropriate stock of items by reporting inventory needs to appropriate team member
 - Assist upon request in set up and take down of cafe and auditorium seating to accommodate programs, rentals and specialty events
 - Perform opening and closing duties of the space: trash, securing the doors, etc.
- Be a team player
 - Support the activities that are held in our spaces
 - Ability to work collaboratively with other cafe staff and management
 - Accurately represent the activities of the organization to customers and encourage greater participation in our programs, membership, and community events
- Organizational Education
 - Answer questions about and proactively educate customers about The Center for Fiction
 - Discuss benefits of membership with prospective members and educate them on ways to support the organization as a nonprofit
 - Keep abreast of CFF activities and field questions about different areas of the organization

Qualifications & Skills:

The ideal candidate places a high value on community and relationship building, has strong communication skills, and is resourceful.

- Barista experience and food handler's license preferred. Please note you will be asked to obtain your food handler's license within 6 weeks of your hire date.

- Knowledge of proper food preparation, storage, and safety procedures
- Able to lift 50lbs
- Comfortable standing for a shift of up to 8 hours
- Strong customer service orientation
- Ability to communicate effectively with customers and staff.
- Ability to work independently
- Dependable
- Organized, and detail-oriented
- Demonstrated resourcefulness and good judgment
- Experience supporting small and large-scale events
- Ability to engage effectively with a wide range of people of all backgrounds
- Values diversity of thought, backgrounds and perspectives
- Commitment to the experiences of those from historically marginalized groups, as well as an understanding of the challenges facing Black, Indigenous, People of Color
- Connection to the mission of The Center for Fiction

How to Apply

Please send a cover letter and resume as a single PDF to jobs@centerforfiction.org with "Barista/Bartender" in the subject line. Please, no calls.

We have a deep commitment to equity and diversity, stemming from our goal of expanding access to literature, and our commitment to amplify under-represented voices and diversify our staff. Individuals from these communities are encouraged to apply. As an Equal Opportunity Employer we respect and value diversity and inclusion, and engage employees without regard to race, religion, creed, color, national origin, sex, age, disability, marital status, familial status, military status, domestic violence status, sexual orientation, predisposing genetic characteristics, or any other factor protected by applicable federal, state or local laws.