



## GREENSBORO DAY SCHOOL

*Greensboro Day School's mission is to develop the intellectual, ethical, and interpersonal foundations students need to become constructive contributors to the world.*

# Part-Time Coffee & Smoothie Shop Barista

### REPORTS TO:

Coffee and Smoothie Shop Manager

### FLSA JOB CLASSIFICATION:

Non-Exempt, Part-Time 15 hrs/wk, M-F, 7:15 a.m. - 10:15 a.m.

### JOB PURPOSE:

The Part-Time Barista prepares high-quality espresso and coffee beverages and smoothies while providing warm, efficient service to students, faculty, staff, and visitors. This role contributes to the welcoming and community-oriented atmosphere of Greensboro Day School's on-campus coffee shop and helps ensure smooth daily operations.

This is a 10-month, part-time on-campus position, five days per week, 7:30 a.m. - 10:30 a.m. Monday through Friday, including the opportunity to work a few evenings and weekends each year for special events on campus.

The Barista models the GDS Community Cornerstones of Respect, Kindness, Integrity, and Responsibility.

### PRIMARY RESPONSIBILITIES:

- Greets customers with friendliness, professionalism, and care
- Prepares espresso-based beverages, brewed coffee, specialty drinks, and smoothies with consistency and accuracy
- Educates customers on beverage options and accommodates special requests as appropriate
- In the absence of the full-time cashier, operates a point-of-sale system, handles card transactions and manages school account purchases
- Maintains cleanliness and organization of coffee and smoothie bar, equipment, seating areas, and condiment stations
- Monitors inventory of coffee, milk, syrups, smoothie ingredients, and supplies; restocks as needed
- Follows all food safety, sanitation, and hygiene protocols in accordance with school and health regulations

- Assists with opening duties, including cleaning equipment and restocking
- Collaborates with the coffee shop team to ensure timely service and a positive customer experience
- Supports and upholds the values and inclusive community standards of Greensboro Day School

### **ADDITIONAL RESPONSIBILITIES:**

- Works occasionally after hours for special events
- Performs other duties as assigned by the Head of School

GDS Cultural Competencies	GDS Employee Skills
<ul style="list-style-type: none"> <li>• Human-Centered</li> <li>• Data-Informed</li> <li>• Empathetic</li> <li>• Collaborative</li> <li>• Professionalism</li> <li>• Technologically Fluent</li> <li>• Adaptable &amp; Growth Mindset</li> <li>• Inclusive</li> <li>• Productive conflict resolution</li> </ul>	<ul style="list-style-type: none"> <li>• Integrity</li> <li>• Welcoming</li> <li>• Respectful</li> <li>• Listens to Understand</li> <li>• Relationship-Focused</li> <li>• Student-Centered</li> <li>• Field Expertise</li> <li>• Coachable</li> <li>• Lifelong Learner</li> <li>• Kind</li> </ul>

Position Requirements
<ul style="list-style-type: none"> <li>• Associate's or bachelor's degree in hospitality, business, or related field preferred</li> <li>• Minimum 2 years of experience in food service leadership</li> <li>• Minimum of two years in coffee shop or café management strongly preferred</li> <li>• Strong barista skills including espresso preparation, drink presentation, and recipe consistency</li> <li>• Knowledge of smoothie production, fresh ingredients, and nutrition best practices is a plus</li> <li>• Excellent customer service, communication, and team leadership skills</li> <li>• Proficient with POS systems and basic financial reporting</li> <li>• Ability to lift up to 30 pounds and work on your feet for extended periods</li> </ul>

### **WORKING CONDITIONS:**

The work environment for this position can include sedentary and confined to an office and active participation in school events. Extended work hours are common. Some weekend, evening, or early

morning work may be required from time to time. The noise level in this work environment is moderate to high.

**PHYSICAL REQUIREMENTS:**

Primary functions require sufficient physical ability and mobility to work in a retail food setting; to stand or sit for prolonged periods of time; to operate equipment and tools that require safety protocols, occasionally stoop, bend, kneel, crouch, reach, and twist; to lift, carry (ability to lift up to 50 pounds), push, and/or pull light to moderate amounts of weight; to operate office equipment requiring repetitive hand movement and fine coordination including use of a computer keyboard; and to verbally communicate to exchange information. Specific vision abilities required by this position include close vision, distance vision, and the ability to adjust focus.

**DIRECT REPORTS:**

None