

# ASHEVILLE ART MUSEUM

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PO Box 1717 | Asheville, NC 28802-1717

## Café Assistant

*Updated 6/17/2021*

### Organization

The Asheville Art Museum, established in 1948 by artists, engages, enlightens, and inspires individuals through exhibitions and programs developed for all ages that interpret its Collection of American art of the 20th and 21st centuries. Anchoring the center of lively downtown Asheville in the Blue Ridge Mountains, the Museum serves residents of the Southeast and Western North Carolina, and visitors from around the country and the world.

### Position Description

The **Café Assistant** assists with the daily operations of the Museum's rooftop Perspective Café. This position reports to the Café Manager.

### Primary Responsibilities/Essential Functions (including but not limited to):

- Perform daily opening and closing procedures for the café.
- Provide excellent customer service at all times to café customers and Museum visitors.
- Take, prepare, and deliver food and beverage orders to café customers.
- Regularly clean and organize the café space and café storage areas.
- Follow and maintain Buncombe County Department of Health & Human Services health and safety standards.
- Follow all safety, cleaning, and customer service standards. Communicate cleaning, maintenance, and security needs for café and sculpture terrace to Museum facilities and custodial staff.
- Work collaboratively with Museum leadership and departmental managers to deliver excellent service to Museum staff, volunteers, Members, and visitors.
- Interact with the arts community and civic bodies as an advocate for the arts and the Museum.
- Other duties as assigned.

### Special Requirements

This part-time position requires a minimum of 16 hours per week (Monday, Wednesday, Thursday, and Friday, 11:30am–3:30pm); some weekends and evenings to accommodate programs and events; and after-hours work including weekend and evening hours. Compensation is \$12 per hour plus tips. The incumbent must be at least 21 years of age to serve alcohol; be able to stand, walk, lift items up to 30 pounds; handle tools or controls; and use close vision.

### **Education/Experience**

The ideal candidate will have a high school diploma and 2+ years combined experience in food service; excellent customer service, organization, and communication skills; the ability to work independently, collaboratively, and efficiently; the ability to multitask, prioritize, and find creative solutions in a fast-paced environment; the ability to manage an annual budget; and the ability to maintain confidentiality and the highest standards of professional ethics and integrity. Current SafeServ training/certification is a plus.

**To apply, send resume, cover letter, and three references to [mailbox@ashevilleart.org](mailto:mailbox@ashevilleart.org) with "Café Assistant" in the subject line. This position is available immediately.**

Duties, responsibilities, and activities may change at any time with or without notice.

### **Equal Employment Opportunity**

Asheville Art Museum provides equal employment opportunities to all employees and applicants for employment and prohibits discrimination and harassment of any type without regard to race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state or local laws. This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation, and training.

### **Diversity, Equity, Access, and Inclusion**

The Asheville Art Museum's vision is to transform lives through art, and we welcome all visitors without discrimination. The Museum acknowledges that it is situated upon the ancient, southern Appalachian ancestral homeland of the Cherokee Tribe and that this region is still the home of the Eastern Band of Cherokee Indians today. The Asheville Art Museum is committed to being an active leader against racism. We uphold anti-oppressive and equitable practices, while striving to create opportunities for education and action to build a stronger community. The Asheville Art Museum is dedicated to advancing diversity, equity, access, and inclusion—now and in the future. The Museum is moving with awareness and commitment, through assessment, training and engagement, to implementation and accountability.