

ASHEVILLE ART MUSEUM

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PO Box 1717 | Asheville, NC 28802-1717

Café Assistant

Updated September 2023

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

- Perform daily opening and closing procedures for the café.
- Provide excellent customer service to café customers and Museum visitors.
- Take guest orders, prepare, and deliver food and beverage to café customers.
- Regularly clean and organize the café space and 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 works 12 to 16 hours per week, with mandatory availability on Mondays 10am to 6pm and Thursdays 3pm to 9pm. Additional lunch shifts available. Opening and closing responsibilities required. Dependable attendance and customer service skills required. Compensation is \$16 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 3+ years combined experience in food service; **must have some food preparation experience**; 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; 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 with "Café Assistant" in the subject line. This position is available immediately.

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.