

# FIELD ARTS & EVENTS HALL

201 W. FRONT ST  
P.O. BOX 71  
PORT ANGELES  
WA 98362

360.477.4679  
FIELDHALLEVENTS.ORG

## **JOB DESCRIPTION**

### **Barista – P/T**

#### JOB SUMMARY

Provide friendly, responsive service to create an exceptional dining experience for all guests by taking orders, making recommendations when appropriate, processing payments, and serving food or beverages to customers at the counter or table. Also perform other duties in the areas of food and final order preparation including preparing beverages and arranging food items.

#### ESSENTIAL JOB FUNCTIONS

Under the direction of the Food & Beverage Manager, Baristas will work together in the essential duties and responsibilities, which include the following. Other duties, responsibilities, and activities may change or be assigned.

#### BOARD MEMBERS

—  
Brooke Taylor, PRESIDENT  
Judith Morris, VICE PRESIDENT  
Jeanne Martin, TREASURER  
Christopher Thomsen, SECRETARY  
Matt Deines  
Mark Fischer  
Deborah Frazier  
Casi Fors  
Pili Meyer  
Gail Ralston  
Kim Reynolds  
Scott Scherer  
Bruce Skinner  
Nathan West

Steven Raider-Ginsburg  
EXECUTIVE DIRECTOR

June Claypool  
MANAGING DIRECTOR

- Promote, work, and act in a manner consistent with the mission of Field Arts & Events Hall.
- Receive and process guest payments.
- Prepare or serve hot or cold beverages, such as coffee, espresso drinks, blended coffees, or teas.
- Take guest orders and convey them to other employees for preparation.
- Provide guest with product details, such as coffee blend or preparation descriptions.
- Describe menu items to guest or suggest products that might appeal to them.
- Serve prepared foods, such as muffins, biscotti, or bagels.
- Prepare or serve menu items, such as sandwiches or salads.
- Clean or sanitize work areas, utensils, or equipment.
- Clean service or seating areas.
- Set up or restock product displays.
- Weigh, grind, or pack coffee beans for guest.
- Stock guest service stations with paper products or beverage preparation items.
- Wrap, label, or date food items for sale.
- Take out garbage & recycling.
- Order, receive, or stock supplies or retail products.
- Slice fruits, vegetables, desserts, or meats for use in food service.

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- Check temperatures of freezers, refrigerators, or heating equipment to ensure proper functioning.
- Demonstrate the appropriate use of retail equipment, such as espresso machines.
- Create signs to advertise store products or events.
- Attend all scheduled employee meetings and offers suggestions for improvement.
- Coordinate with and assist fellow employees to meet guests' needs and support the operation of the restaurant.
- Fill-in for fellow employees where needed to ensure guest service standards and efficient operations are met.

## Qualifications

- Must be at least 18 years old.
- Must have a current Washington State Food Handler's Card.
- At least 1+ years' experience.
- Ability to perform essential functions on the computerized Point of Sale (POS) system.
- Working knowledge of proper operation of all café equipment.
- Working knowledge of applicable food handling laws and regulations.
- Must possess good communication skills and the ability to speak effectively and interact well with guests and team members.

## Requirements

- Must be able to work weekends and evenings;
- Must be able to bend, stoop, lift and carry items weighing up to but not limited to 50 pounds on a regular basis.
- Must be able to occasionally push/pull up to but not limited to 75 pounds.
- Must be able to stand and or walk for long periods of time.
- Must be able to perform simple grasping, fine manipulation, overhead reaching, and repetitive hand and arm movements frequently. Must have great communication skills and have strong interpersonal skills.
- Shows respect and sensitivity for cultural differences; treats people with respect; works ethically and with integrity; upholds organizational values;

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- Reacts well under pressure; treats others with respect and consideration regardless of their status or position; exhibits a high degree of emotional intelligence.

## **COMPENSATION**

\$18.00 Hourly

Applicants must submit the following to be considered for the position:

- Cover letter
- Resume
- Application

As an equal opportunity employer, we highly encourage people from any historically marginalized groups to apply including people of color, persons with disabilities, and members of the LGBTQ community.

To apply, please send resume and cover letter to [mike@fieldhallevents.org](mailto:mike@fieldhallevents.org) with subject line Barista.

Any offer of employment is contingent on successful background check.

## **ABOUT FIELD ARTS & EVENTS HALL**

Field Hall's **mission** is to provide a home for arts and events that brings people together and strengthens our community.

Field Hall's **vision** is to inspire, nurture and empower the local arts community and to enrich the cultural life and educational experience of residents and visitors by merging arts, science, and culture and sparking economic development.

Field Hall's **values** respects all peoples and cultures through arts excellence and inclusive programming and is a welcoming place for all in our community to connect through creativity.

Field Hall will:

- Serve, strengthen, and showcase arts and culture in Port Angeles.
- Draw people of all ages and backgrounds to downtown Port Angeles for a variety of activities year-round.
- Celebrate what is unique about Port Angeles and enhance its reputation.

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- Be a core piece of Port Angeles' identity – a source of community pride.

With its 500-seat multi-purpose auditorium, 300-seat state-of-the-art conference facility, art gallery, catering kitchen, and coffee shop, Field Hall represents the newest and most significant arts, entertainment, and special events combination found anywhere in the region.

As a performing arts center, Field Hall will serve the North Olympic Peninsula as a host for artistic programming produced by new and existing local nonprofit performance, cultural, and education groups and as a presenter of world-class artistic and cinematic programming to audiences.

As a venue for conferences and events, Field Hall will serve as a modern critically needed venue for community gatherings, meetings, non-profit seminars, and local business events as well as a full-service event center for regional and national conferences, sales and marketing events, tourism conclaves, etc.

Sitting immediately adjacent to the City's new waterfront esplanade, the building features breathtaking views of Vancouver Island, the Strait of Juan de Fuca to the North, and the Olympic Mountains to the South. In so doing, its architecture captures the vibrancy, sense of community, and natural beauty of the surrounding area.