

Apothecary Espresso and Coffee

23366 Farmington Road, Farmington MI 48336

Job Title: Barista

Reports to: Shift Leader/Manager

Statement of Purpose: Serves as a beverage production specialist while simultaneously upholding the expressed Apothecary values of hospitality and kindness.

Major Tasks, Duties, and Responsibilities:

- Welcome visitors by greeting them with a smile.
- Maintains safe and clean working environments by complying with procedures, rules, and regulations outlined during training and in the policies and procedures.
- Responsible for creating and maintaining a professional, clean, caring, and welcoming work environment.
- Maintains security in facility by monitoring merchandise, following proper opening/closing procedures, and remaining vigilant of potential dangers to visitors and staff.
- Resolve conflicts or anticipate potential conflicts in a positive and visitor friendly manner.
- Performs other duties as required/directed.

Skills, Abilities, and Educational Qualifications:

- Experience in a fast-paced customer service environment is preferred.
- Always maintains professionalism and confidentiality.
- Advanced interpersonal communication skills with a friendly and professional demeanor.
- Ability to greet, assist, and develop rapport with visitors, staff, and other individuals we may encounter.
- Able to multitask while remaining calm under pressure in time-sensitive scenarios. Ability to identify areas of improvement, offer productive solutions, and participate in their resolution.
- Be a good steward of resources and suggest ways to increase quality and efficiency.
- Strives to exceed visitor expectations in the areas of hospitality, service, and quality of product.
- Computer skills that include data entry, reading from a computer screen, and email communication.
- Ability to handle multiple forms of currency throughout the process of completing a business transaction.

Job Application

FULL NAME:

ADDRESS:

EMAIL: _____ **PHONE:** _____

ARE YOU A CITIZEN OF THE UNITED STATES? (YES/NO)

IF NOT, ARE YOU AUTHORIZED TO WORK IN THE U.S.? (YES/NO)

HAVE YOU EVER BEEN CONVICTED OF A FELONY? IF YES, EXPLAIN:

EDUCATION:

High School:

Dates Attended: From _____ **to** _____ **Did you graduate?** YES/NO

College:

Dates Attended: From _____ to _____ Degree: _____

PROFESSIONAL REFERENCES: Please list your last three employers

Business Name: _____

Employer Name: _____ Phone: _____

Length of Employment: From _____ to _____

Business Name: _____

Employer Name: _____ Phone: _____

Length of Employment: From _____ to _____

Business Name: _____

Employer Name: _____ Phone: _____

Length of Employment: From _____ to _____

AVAILABILITY: (shifts are typically 7am to 2pm or 1pm to 8pm)

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY

Desired hours per week: _____

DISCLAIMER AND SIGNATURE:

I certify that my answers are true and complete to the best of my knowledge.

If this application leads to employment, I understand that false or misleading information in my application or interview may result in my release.

SIGNATURE: _____

DATE: _____