

# McNALLY JACKSON BOOKS

## GOODS for the STUDY

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**Title:** Barista/Bartender at the Seaport Cafe & Wine Bar  
**Location:** McNally Jackson Books - Seaport Cafe & Bar  
**Type:** Full-Time or Part-Time  
**Hours:** 16-40  
**Pay:** \$15.25 (probationary) + tips (tip pool)  
**Supervisor:** Matthew Tanner, Food & Beverage Manager; Evan Owens-Stively, Seaport General Manager

### **Overview:**

Our Barista/Bartenders are customer-facing professionals who handle all cafe and bar operations including drink and food preparation and providing recommendations based on customer taste and dietary restrictions. Barista/Bartenders are passionate about helping customers.

Our Seaport Cafe & Bar is open from 10am-9pm.

### **Responsibilities and Duties**

- Customer Service: taking customer orders, ringing up customers, relaying customer complaints to their managers.
- Food and Beverage Prep: making espresso drinks, batching ice tea & coffee, making cocktails, serving wine & beer, preparing & heating food menu items.
- Opening & closing procedures
- Maintaining a safe and healthy work environment by following NYC food and sanitation regulations standards.
- Completing Food Protection Certificates (if not yet acquired).
- Cleaning cafe equipment including the espresso machine, convection oven, and prep refrigerators. Wiping and disinfecting all cafe surfaces including tables, bar top, and patio furniture. Mopping the floor.
- Vendor and food training including wine and alcohol tastings.
- Facilitating shadow shifts for new hires.
- Providing management updates on inventory needs and requests; double-checking inventory quantities, organizing back stock, participating in inventory counts.
- Event bartending.
- All other duties reasonably required by the employer.

### **Qualifications**

- 1 year of barista or bar experience.

- Must be able to lift 40lb boxes.
- Weekend availability is required.
- Interest in books is a plus.

**Perks:**

- 40% discount at McNally Jackson Books and Goods for the Study
- 50% discount on cafe & bar menu items
- Health, Dental, and Vision Benefits (For Full-time Employees)
- Paid Time Off

Email a resume, cover letter, and two references to [jobs@mcnallyjackson.com](mailto:jobs@mcnallyjackson.com). Please include "Barista/Bartender at Seaport" in the subject line.

*McNally Jackson Books is an equal opportunity employer and we invite you to apply for this position no matter how you identify, especially if you are from an underrepresented identity. Qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity or expression, pregnancy, age, national origin, disability status, genetic information, protected veteran status, or any other characteristic protected by law. If you are unsure if your work experience qualifies you for this position, we strongly encourage you to apply.*

Posted 08/31/2023