

# 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:** Food & Beverage Manager; Roger Pantano, Seaport General manager; Doug Singleton, Director of McNally Jackson Books

### **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 and Bar is open from 9am-9pm. Staff shifts are scheduled in 8 hour increments. Openings shifts are 8am-4pm, mid shifts are 12pm-8pm, and closing shifts are 2pm-10pm.

### **Responsibilities and Duties**

- Customer Service: taking customer orders, ringing up customers, answering phone calls, relaying customer complaints to their managers.
- Food and Beverage Prep: making espresso drinks, batching ice tea & coffee, batching cocktails, serving wine & beer, preparing & heating food menu items.
- Opening & closing procedures
- Maintains a safe and healthy work environment by following NYC food and sanitation regulations standards.
- Completes Food Protection Certificates.
- 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.
- Participates in vendor and food training including wine and alcohol tastings.
- Event bartending.

### **Qualifications**

- Must be 21 years old
- 1 year of barista or cafe 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
- Health, Dental, and Vision Benefits
- Paid Time Off

Please email your resume and two references [jobs@mcnallyjackson.com](mailto:jobs@mcnallyjackson.com). Please include "Seaport Cafe" in the subject.

*McNally Jackson Books is an equal opportunity employer and all 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.*

Please email your resume, cover letter, and references to [Jobs@mcnallyjackson.com](mailto:Jobs@mcnallyjackson.com). Please include Seaport Foods & Bev Manager in the subject.