

McNALLY JACKSON BOOKS

GOODS for the STUDY

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; Roger Pantano, 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 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.
- Facilitates shadow shifts for new hires.
- Provides management updates on inventory needs and requests; double-checks inventory quantities, organizes back stock, participates in inventory counts.
- Event bartending.
- All other duties reasonably required by the employer.

Qualifications

- 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 (For Full-time Employees)
- Paid Time Off

Email a resume, cover letter, and two references to jobs@mcnallyjackson.com. Please include "Rockefeller Senior Sales Associate" in the subject line. Make sure to include a few sentences about the writers and genres you gravitate towards in your cover letter. We are not considering applicants with travel plans between now - January 1st.

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.

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