

# Barista/Storekeeper

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## JOB DESCRIPTION

This is a hybrid position in which you will primarily work as a barista in our coffee station but will also be trained to assist your co-workers in various aspects of our grocery store. You will be **primarily** responsible for operating our on-farm coffee shop during peak hours of the day, in addition to stocking products, cashiering, dishing out food at our deli counter, and keeping the store neat and clean. You must have excellent customer service skills and enthusiasm when engaging with folks who visit the store. Our customers tend to be excited about the mission of the Co-op and are looking for a more personal relationship to their food and farmers.

## 1) REQUIREMENTS

- Must be at least 18 years of age.
- Must obtain or currently have an Oregon Food Handlers Card.
- Must obtain or currently have an Oregon Liquor and Cannabis Commission (OLCC) Alcohol Service Permit.
- Must be able to meet physical requirements of standing, twisting, bending, repetitive motion and lifting 10-50lbs regularly.
- Ability to commute to Sherwood, Oregon.
- Willingness to work on the farm during times when other staff are not present, and during times when it is dark outside. (The farm is a big place and it can be quite dark here during early morning and evening hours. Storekeeper scheduling requires a willingness to work during times when other staff may not be present in the immediate surroundings.)

## 2) BARISTA DUTIES

- Follow written instructions for store operations.
- Provide attentive and thorough customer service.
- Open coffee station using standardized procedures.
- Prepare and serve a variety of drinks and pastry items from our coffee station including:
  - Espresso coffee
  - Drip coffee
  - Pour over coffee
  - Cold brew coffee
  - Flavored milk “steamers”
  - Hot tea
  - Iced tea
  - Pastry items
- Work with Store Manager to develop, improve, and promote products, seasonal specials, and services from coffee station.
- Communicate inventory and equipment needs to Store Manager and take responsibility for ordering supply replenishments as needed.
- Use social media to produce weekly content highlighting seasonal specials and services.
- Ring up customer groceries using standard procedures in an accurate manner.
- Close coffee station equipment using standardized procedures.



### 3) STOREKEEPER DUTIES

- Stock and maintain products in produce, grocery, frozen, and dairy departments as needed.
- Issue consumer-member shares in the Co-op to customers as requested, using standardized procedures and talking points.
- Serve ready to eat food & drinks from bar and deli stations.
- Participate in high volume, fast paced shifts such as Happy Hour and other seasonal events.
- Demonstrate good cash handling skills by counting cash drawer at beginning and end of day.
- Take responsibility for ordering and receiving products for the store, as instructed by store manager.
- Communicate with store manager regarding task-based objectives for the day.
- Collaborate with kitchen staff to bus tables, wash dishes, and perform other kitchen tasks when requested and within boundaries of safety training you have received.

### 3) EXPECTATIONS

- Participate in democratic decision-making structures relating to store operations.
- Engage in direct communication with co-workers to transform conflict and disagreement in positive ways.
- Routinely participate in digital communications while on shift.
- Participate in Co-op training and educational opportunities. Attain broader comprehension of the farm, our Co-op, and the mission of the whole organization.
- Represent the Co-op to customers, vendors, and community members who enter the store. Answer questions to the best of your ability—if you don't know the answer, commit to asking co-workers and expanding knowledge.

### 4) MEMBERSHIP IN COOPERATIVE

All employees of Our Table Cooperative who work more than an average of 21 hours per week **are required** to apply for membership in the Cooperative under the worker membership class after completing one full year of employment and meeting various other criteria as defined in the Cooperative's bylaws. **By accepting employment at Our Table as a storekeeper you are consenting to participate in this process\*.**

Requirements of worker membership status in the Cooperative include:

- Regular schedule of 21-40 hours per week.
- Participation in performance evaluations at 3-month and 9-month intervals within the first year of employment.
- Participation in extensive co-op training sessions to prepare you for membership.
- Participation in decision making requirements of worker membership pertaining to the business.
- Investment of \$5,000 in a Worker Membership Share—this can be paid as a lump sum, or through an interest-free loan from the Cooperative, to be paid back within 1-3 years through payroll deductions.

Benefits of worker membership status in the Cooperative include:

- Democratic voice and decision-making privileges in business operations.
- Ability to run for a seat as worker member on the Board of Directors.
- Entitlement to additional financial compensation in the form of patronage dividends during profitable years, as allocated by the board of directors.

*(\*Exemptions to this requirement may be made for seasonal and/or very part-time employment as determined by worker-members of the Co-op.)*



## IMPORTANT NOTICE

The job duties, responsibilities, requirements, conditions, physical requirements, and work environment listed in this job description are examples of the tasks that an employee may be required to perform. Our Table Cooperative reserves the right to revise the job description at any time and to require employees to perform other tasks as circumstances or conditions of the business change.

Our Table Cooperative provides equal employment opportunity to all employees and applicants in accordance with applicable federal and state laws.

