

Employee Name:



The Mission of SHARE is to identify, develop and foster programs and services that further the health and well-being of the people of our community and surrounding areas

Job Description Juice Bar Attendant Level 1

Reports To: Juice Bar Coordinator	Location: 6
Type of position: Hourly	Grade: 20
Benefits Eligible: No	ID: 71
Non-Routine Driver	Tier: 1
EEOC Classification: Service Worker/Non-Supervisory	

Position Summary

Responsible for point of sale functions and food preparation. Must exhibit excellent customer service skills at all times.

Qualifications

Experience in food and beverage sales and preparation preferred. Must be able to read, follow directions, use basic kitchen equipment, count money and make correct change.

Certifications

Servsafe certification preferred. Current certification in CPR and First Aid required must be obtained within 90 days of hire. The cost for CPR certification will be reimbursed by HFC.

Physical Requirements

Light to Medium work

The work requires some physical exertion such as long periods of standing; walking over rough, uneven, or rocky surfaces; recurring bending, crouching, stooping, stretching, reaching, or similar activities; recurring lifting of moderately heavy items such as typewriters and record boxes. The work may require specific, but common, physical characteristics and abilities such as above-average agility and dexterity.

The minimum requirements of this position require this individual to:

- Perform repetitive tasks and/or motions such as required for keyboarding
- Hear alarms/telephone/normal speaking voice
- Have clarity of vision with/without corrective lenses
- Ability to negotiate stairs

Other Requirements

- Must have valid Current Driver's License
- Must maintain current automobile insurance coverage
- Furnish own transportation
- Must keep informed of and comply with the non-discrimination policy as stated: SHARE does not discriminate on the basis of race, color, national origin, handicap or age in admission or access to or treatment or employment in its programs or activities. The current President/CEO of SHARE Foundation, has been designated to coordinate efforts to comply with the Americans with Disabilities Act of 1991 which prohibits discrimination on the basis of handicap

SHARE IMPACT Values

The values of SHARE are:

Integrity - Motivated - Professionalism - Adaptability - Compassion - Teamwork

Your behavior and the values you demonstrate in the workplace have a direct IMPACT on mission fulfillment, the work environment and the people you serve. You will be evaluated on the demonstration of these values in the performance of your work and in your daily interaction with others. You must be successful in both the demonstration of these values and the successful performance of the essential job functions required on this job description.

Evaluation Instructions

Evaluation Key: Met (M) Needs Improvement (NI) Not Met (NM)

Complete electronically or in ink. Do not erase or use white out and initial any corrections.

Give a key for all requirements. Include documentation for NI or NM keys in the comments field. Document any goals that are set during the evaluation. Give employees the opportunity to make comments or to respond in writing. Complete the recommendations section. Signatures are required from the supervisor and the employee.

Essential Job Functions

Requirement	Key	Evaluation Comments
Greet members and staff with exemplary service, a smile and empathy. Realize and support HWFC philosophy that members are individuals and their needs come first.		
Greet all Juice Bar customers with a smile and their name as often as possible.		
Carry out all point of sale transactions for the café according to procedures established by the Juice Bar Coordinator.		
Responsible for cash drawer reconciliation at the end of each shift.		
Open and close Juice Bar as scheduled or required. Follow all safety and security procedures established by HealthWorks Fitness Center.		
Complete cleaning and storage responsibilities as directed.		
Respond promptly to order requests and prepare menu items according to established procedures.		
Assumes other duties and projects as needed and assigned		

Adhere to Policies and Procedures

Demonstrate an understanding of how SHARE's IMPACT values help achieve our mission to identify, develop and foster programs and services that further the health and well-being of the people of our community and surrounding areas. Demonstrate those values on a daily basis and be willing to overcome behaviors that negatively impact relationships with co-worker's and the people we serve.		
Adhere to punctuality, attendance and absenteeism policies		
Adhere to dress code standards		
Complete annual training timely		

This job description is a summary of the typical functions of the job, not an exhaustive or comprehensive list of all the possible job responsibilities, tasks, and duties. The responsibilities, tasks and duties of the jobholder of this position may differ from those outlined in this job description and other duties, as assigned, may be part of this job. This job description should not be construed to imply that these requirements and functions are the exclusive standards of this position.

Evaluation Summary

Met last year's goals:

Evaluation Goals for Up Coming Year:

- 1.
- 2.
- 3.
- 4.

Recommendations:

Employee Comments:

Employee Signature:	Date:
Supervisor Signature:	Date:
ED Review:	HR Review: