

Yew Dell Botanical Gardens Job Description

Position Title: Food Service Associate
Reports to: Food Service Manager
Classification: Part-Time, Seasonal, Non-Exempt

Date: January 2025

Position Description: Under the direction of the Food Service Manager, the Food Service Associate welcomes, serves, and directs guests ensuring a positive visitor experience. The Food Service Associate processes café orders, serves food and beverages in a full-service café and during special events as well as providing backup for the Food Service Manager. The Food Service Associate also provides information regarding the grounds, special events, and other information a visitor might need. The Food Service Associate is part of a team providing an outstanding experience to our guests.

Responsibilities:

- Provides a full café guest service including food preparation, bar service and sanitize in accordance with food service regulations
- Serves guests by processing orders, purchases and serving food and beverages
- Maintains a sanitary café and seating area in accordance with food service regulations
- Utilizing a point-of-sale system, completes and processes cash and credit card transactions for café purchases, admission, membership, merchandise sales and event registration
- Handles cash and credit card transactions in an accurate and professional manner
- Reconciles daily money and produces associated reports
- Update daily stock reports
- Maintains a professional food service appearance, in accordance with Yew Dell expectations and local food service regulations
- Stays current on Yew Dell Botanical Gardens events to provide information to visitors regarding facilities, events and opportunities
- Opens and closes when needed
- Monitor print materials for restocking needs
- Other duties as assigned

Qualifications/Requirements:

- Excellent communication skills
- Have or the ability to obtain appropriate food and beverage certificates and the minimum age to serve alcoholic beverages (or higher, per applicable law)
- Ability to use point of sale system, computer, and credit card machine
- Strong customer service skills
- Ability to perform basic math
- Ability to work in an organized and efficient manner
- Commitment to furthering the goals of Yew Dell Botanical Gardens through creative and energetic support of the institution
- A positive attitude with staff, volunteers, and visitors
- Must be willing to work non-standard hours including weekends
- Prefer food service and or bartending experience

To apply send your resume to:
Yew Dell Botanical Gardens
6220 Old LaGrange Road
Crestwood, KY 40014
Or email to:

jobs@yewdellgardens.org



YEW DELL BOTANICAL GARDENS™