

**Yew Dell Botanical Gardens
Job Description**

Position Title: Café Associate
Reports to: Guest Services and Rental Coordinator
Classification: Part-Time, Seasonal, Non-Exempt

Date: April 2023

Position Description: Under the direction of the Guest Services and Rental Coordinator the Café Associate welcomes, serves, and directs guests ensuring a positive visitor experience. The Café Associate processes café orders, purchases and provides backup as needed for the garden gift shop and events. The Café Associate also provides information regarding the grounds, special events, and other information a visitor might need.

Responsibilities:

- 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
- Informs visitors of membership levels and benefits
- Stays current on Yew Dell Botanical Gardens events
- Maintains a clean café and seating area
- Reconciles daily money and produces associated reports
- Update daily stock reports
- Provides information to visitors regarding Yew Dell Botanical Gardens facilities, events, and opportunities
- Opens and closes when needed
- Works with and gives guidance to volunteers
- Monitor print materials for restocking needs
- Other duties as assigned

Qualifications/Requirements:

- Excellent communication skills
- 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 retail 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™