Beloit College
Student Employment Job Description

Position Title	Java Joint Counter Help/Barista	**Hourly Rate**	$7.25
Department	Java Joint	**Supervisor**	Phyllis Jensen
Work Location	Basement of Pearsons Hall	**Account Number**	01-90901-00000-00000-xxxxx

Do multiple individuals hold this position at one time? ☒ Yes ☐ No

Number of positions available: 40

Work Schedule

A student in this position can expect to work **2 - 3hrs** hours per day, **allotted** hours per week.

The student will work ☒ Monday thru Friday ☐ Saturday ☐ Sunday ☐ any day of the week.

Hours are available during the following times of the day: **7:15 am - 3:45 approx.** .

Department/Position Overview

The Java Joint is our on campus coffee shop where you can have a grab and go breakfast or lunch. Coffee, espresso and tea, bagels, muffins and donuts or wraps, soups and paninis. The position of Barista includes any and all jobs associated with working a coffee counter. Must be able to learn the: meal card system, handle cash transactions and espresso machine operations. Setup, service and cleanup is required through all shifts. All student employees are supervised by a full time employee

Description of Duties and Tasks

☒ Interact with and convey a positive attitude to visitors and the campus community in person or by phone

☒ Conform to an established work schedule; reliably work set hours as assigned

☐ Perform clerical duties in support of the department, i.e. data entry, filing, copying, mailings, etc.

☐ Maintain the confidentiality of departmental/employee/student information

☐ Run errands on and/or off campus, including campus mail pick-up and delivery

☒ Perform light cleaning, departmental organization, and upkeep as required

☒ Work efficiently and accurately without immediate supervision

Required Training and Skills

☒ Ability to communicate in a concise and effective manner, both verbally and in writing

☐ Detail oriented with strong organizational skills

☐ Familiarity with specific computer software, listed here:

☒ Familiarity with specific equipment, listed here: **espresso machine**

☐ Completion of coursework or training, prior experience, and/or specific certifications, listed here: