



## Montverde Academy

**Company Profile:** Montverde Academy is an independent boarding and day school comprised of 1000 students from over 60 countries. Our college prep curriculum ensures a 100% college acceptance rate and our students have the foundation to succeed in top notch Division I and Ivy League colleges and universities.

### Job Title:

BeeHive Café Coordinator

### Contact:

hr@montverde.org

**Job Description:** Provide courteous and timely service to all patrons and vendors of the Academy, located in the Duncan Student Center.

### Schedule:

Hours Monday – Friday; 7:30 am – 4:00 pm 1/2-hour lunch or  
Hours Monday – Friday; 7:00 am – 3:30 pm 1/2-hour lunch

### Responsibilities:

- (7:30-4) Assist with Food preparation for Breakfast/Lunch - to include baking or reheating foods.
- (7-3:30) Food preparation for Breakfast/Lunch - to include baking or reheating foods.
- Wash and put away dishes.
- Wash and put away towels and dish cloths.
- Restocking and unpacking all inventoried goods that are for sale including condiment items.
- Requesting and picking up items from dining hall.
- Assuring tables and chairs are clean and organized throughout the workday.
- Cashier – BeeHive café area; running the POS – main responsibility
- Cashier – MVA Campus store; running the POS, this would be on an **as needed basis only**.
- Student uniforms –knowledge of what is required to be worn – Polo's, khaki pants, Wed dress etc.
- Where to purchase uniforms – Risse Brothers
- (7:30-4) Sysco - ordering online – candy, chips, coffee cups, freezer items
- (7-3:30) Prepare orders for Sysco - candy, chips, coffee cups, freezer items
- (7:30-4) Gold Medal – ordering online – Pizza sticks, cheese sticks, ice cream, cookies
- (7-3:30) Prepare orders for Gold Medal – Pizza sticks, cheese sticks, ice cream, cookies
- (7:30-4) Pepsi products – ordering phone – beverages
- (7-3:30) Prepare orders Pepsi products – ordering phone – beverages
- (7:30-4) BJ's – orders – list for delivery person to pick up – noodles, chicken wings, ice coffee etc.
- (7-3:30) Prepare orders for BJ's - list for delivery person to pick up – noodles, chicken wings, ice coffee etc.
- Knowledge of Vendhq POS System - charging student's accounts and maintaining accurate inventory
- Cover for staff lunch breaks in both the BeeHive café and the MVA Campus Store
- Any additional duties as requested by the Student Center Manager

**Qualifications:**

- While performing the duties of this job, the employee is regularly required to use hands to finger, handle, or feel and talk or hear. The employee is frequently required to reach with hands and arms. The employee is frequently required to stand; walk; climb or balance; stoop, kneel, crouch, or crawl and taste or smell.
- The employee must regularly lift and/or move up to 10 pounds, frequently lift and/or move up to 25 pounds and occasionally lift and/or move up to 50 pounds.
- Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus.
- Must be able to access and navigate each department at the Academy's facilities.
- Needs to work well with all patrons and vendors of the Academy.
- Good communications skills and knowledge about products and services offered in the Student Center
- Follow directions given in a timely fashion
- Enjoy working in a fast pace environment