



DATE: March 21, 2010

TO: Job Applicant

Austin Brevita is a small, family-owned business with locations in Dripping Springs and Austin, Texas. We value people, teamwork, strong work ethic, talent and quality. There are currently opportunities to be a part of our synergistic team!

**POSITION(S) AVAILABLE:**

Looking for an AMAZING, SKILLED, EXPERIENCED Barista and Brevita team member!

Additional Requirements: friendly, excellent memory, high attention to detail, quick, hard working, clean, and over 18 yrs old. Full and part time

Job Description: Attached

Thank you for your interest in applying for a job position with us. The Barista position will be open until filled. **Please print then fill out your application and DELIVER to Austin Brevita, 1219 S Lamar, Austin 78704 weekdays between 9am-10:30am.** A resume attachment is recommended and cover letter REQUIRED. Once received, we will then contact you regarding a possible interview. If you have any questions, feel free to contact me by e-mail at [tiffany@austinbrevita.com](mailto:tiffany@austinbrevita.com) (**no phone calls, please**).

Thanks and good luck!

Tiffany Youngren  
[tiffany@austinbrevita.com](mailto:tiffany@austinbrevita.com)



## POSITION DESCRIPTION

**Position Title: Barista**

### **GENERAL SUMMARY:**

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Reporting to the shop manager this position is the first line of customer service. The Barista works the shop and assists the customers with their food, drink or merchandise purchase. They are responsible for stocking, cleaning and maintaining the shop area. The barista is an important part of the team, and his or her full range of talents should be integrated into this position.

### **PRIMARY RESPONSIBILITIES:**

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- Prepare a variety of foods and drinks according to customers' orders or supervisors' instructions, following approved procedures.
- Clear dishes/garbage and wipe down tables when customers leave the shop.
- Clean and sanitize work areas, equipment, utensils, dishes, and silverware.
- Restock food, drink and merchandise as it is sold.
- Store food in designated containers and storage areas to prevent spoilage.
- Package take-out foods and/or serve food to customers.
- Portion and wrap the food, or place it directly on plates for service to patrons.
- Place food trays over food warmers for immediate service, or store them in refrigerated storage cabinets.
- Inform supervisors when supplies are getting low or equipment is not working properly.
- Assist cooks and kitchen staff with various tasks as needed, and provide cooks with needed items.
- Wash, peel and/or cut various foods to prepare for cooking or serving.
- Complete daily chores as assigned.

### **REQUIREMENTS:**

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All employees are required to fill out an up-to-date W-4 each calendar year along with an I-9 for proof of ability to work in the U.S. You are required to show and leave a copy of

that proof, a list of acceptable identification will be given upon offering of the position or can be requested for the shops manager. Barista's are required to obtain a Health Card from the local Department of Health Services before beginning there first day of work.

Expected aptitudes for the position of Barista include but are not limited to:

- Neat, friendly and professional
- Enjoy working with public
- Accept direction and responsibility
- Reliable
- Flexible
- Work well under pressure
- Attention to detail - remembering names of customers and their drink preference.
- Respectful of the team and passionate about the "big picture"

### **EMPLOYEE EXPECTATIONS:**

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- Arrive on time for your shift. Many of our employees attend school or have another job so please make timeliness a priority. A phone call is expected if a problem occurs.
- You are expected to cover your own shift if you have a conflict.
- Shift changes or covered shifts need to be cleared with the manager.
- Time off requests need to be given to the manager at least two weeks in advance. Please remember these are only requests and we will do the best we can.
- Please adhere to the uniform standards at whichever location you are scheduled. Remember to tuck in your shirt, wear black socks and black shoes and a coat, if needed. Remember to dress appropriately (no sweats, torn jeans) and wear the required apron.
- Please smoke away from the shop and dispose of the butts appropriately. There should be none lying around the shop at any time.
- Please contribute to and read the communication book. It is essential that we communicate and is often hard when we work at such different days and times than the rest of the staff.
- If a customer complains about a bad drink, please give them the next one free and apologize on behalf of "Austin Brevita."
- Always greet the customer with a smile and give them a pleasant experience at "Austin Brevita." We want them to come back and our first impression means everything!



# **APPLICATION FOR EMPLOYMENT**

*Include Cover Letter, Resume, and COMPLETE Application  
for consideration.*

Date of Application \_\_\_\_\_

## **PERSONAL INFORMATION**

FULL NAME (Last, First) \_\_\_\_\_

PRESENT ADDRESS \_\_\_\_\_ Apt. No. \_\_\_\_\_

HOME PHONE \_\_\_\_\_ MESSAGE PHONE \_\_\_\_\_

Are you 18 years of age or older \_\_\_\_\_

Can you provide documentation to verify that you are eligible to work in the United States? \_\_\_\_\_

## **DESIRED EMPLOYMENT**

POSITION \_\_\_\_\_ Date Can Start \_\_\_\_\_ Expected Pay \_\_\_\_\_

Are you Employed Now? \_\_\_\_\_ If so, may we inquire of your present employer? \_\_\_\_\_

Who or what referred you to this company? \_\_\_\_\_

## **EDUCATION**

SCHOOL MOST RECENTLY ATTENDED \_\_\_\_\_

HIGH SCHOOL \_\_\_\_\_ CITY/STATE \_\_\_\_\_ Graduate? \_\_\_\_\_

COLLEGE \_\_\_\_\_ CITY/STATE \_\_\_\_\_ Graduate? \_\_\_\_\_

No. of Years Attended \_\_\_\_\_ Courses \_\_\_\_\_

TRADE, BUSINESS or CORRESPONDENCE SCHOOL \_\_\_\_\_

No. of Years Attended \_\_\_\_\_ Courses \_\_\_\_\_

**FORMER EMPLOYERS**

Please list your former employers, starting with the most recent one first.

Present or Last Employer \_\_\_\_\_

Address \_\_\_\_\_ Phone \_\_\_\_\_

Start Date \_\_\_\_\_ Leave Date \_\_\_\_\_ Job Title or Position \_\_\_\_\_

Wage \_\_\_\_\_ Supervisor \_\_\_\_\_ May we Contact? \_\_\_\_\_

Reason for Leaving \_\_\_\_\_

Employer \_\_\_\_\_

Address \_\_\_\_\_ Phone \_\_\_\_\_

Start Date \_\_\_\_\_ Leave Date \_\_\_\_\_ Job Title or Position \_\_\_\_\_

Wage \_\_\_\_\_ Supervisor \_\_\_\_\_ May we Contact? \_\_\_\_\_

Reason for Leaving \_\_\_\_\_

**REFERENCES**

Give the names of three persons you are not related to whom you have known at least one year.

<u>NAME</u>	<u>ADDRESS</u>	<u>PHONE</u>	<u>YEARS ACQUAINTED</u>
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

**GENERAL**

Have you been convicted of a felony within the last 5 years? \_\_\_\_\_ If yes, explain \_\_\_\_\_

Are you available to work during spring break, Christmas break, Thanksgiving weekend, summer break and/or other holiday and vacation periods? \_\_\_\_\_ weekend and/or evening shifts? \_\_\_\_\_

How many hours per week would you like to work? \_\_\_\_\_

What hours are you available and willing to work? What hours are you NOT available to work? (May put "anytime" or "none")

	<b>AVAILABLE</b>	<b>NOT AVAILABLE</b>
Monday	_____ to _____	_____ to _____
Tuesday	_____ to _____	_____ to _____
Wednesday	_____ to _____	_____ to _____
Thursday	_____ to _____	_____ to _____
Friday	_____ to _____	_____ to _____
Saturday	_____ to _____	_____ to _____
Sunday	_____ to _____	_____ to _____

If hired, when can you begin work? \_\_\_\_\_

What transportation will you use to get to work? \_\_\_\_\_

**EMPLOYMENT TEST (no calculators please)**

$$\begin{array}{r} 54 \\ \times 45 \\ \hline \end{array}$$

$$\begin{array}{r} 54.32 \\ - 23.45 \\ \hline \end{array}$$

$$\begin{array}{r} 32 \\ - 37 \\ \hline \end{array}$$

$$\begin{array}{r} 668 \\ 322 \\ 416 \\ 591 \\ + 819 \\ \hline \end{array}$$

- A. A customer states that he was shorted in change by receiving only 23 cents change from 3.00 dollars instead of 32 cents. How would you handle this?
  
- B. Which is more important to you as far as a food establishment is concerned: a great product or quick, friendly service?
  
- C. What would you think to be the most important qualities of an *Austin Brevita* employee?
  
- D. You are working alone and are scheduled to leave at 5:00 pm. The worker who is scheduled to replace you at 5:00 pm has not called nor arrived. What would you do?

**AUTHORIZATION**

I certify that the facts contained in this application are true and complete to the best of my knowledge and understand that, if employed, falsified statements on this application shall be grounds for dismissal.

I authorize investigation of all statements contained herein and the references and employers listed above to give you any and all information concerning my previous employment and any pertinent information they may have, personal or otherwise, and release the company from all liability for any damage that may result from utilization of such information.

I also understand and agree that no representative of the company has any authority to enter into any agreement for employment for any specified period of time, or to make any agreement contrary to the foregoing, unless it is in writing and signed by an authorized company representative.

\_\_\_\_\_   
Date

\_\_\_\_\_   
Signature