



Job Description **Service Assistant**

Job Summary:

Art Center of the Bluegrass: Founded in 2003, The Art Center of the Bluegrass is the creative hub for the southern Bluegrass region of Kentucky, with rotating exhibits and a wide range of educational programs and events for children and adults.

Mission: The Art Center of the Bluegrass connects people to art, culture, and creativity.

Vision: To inspire creative exploration and experiences.

Core Values: Include, Innovate, Inspire, Create, Explore, Connect

Diversity & Inclusion: No matter who you are or where you come from, you are welcome at the Art Center of the Bluegrass. We embrace individuality, support human growth, and encourage everyone's points of view.

Start Date: Negotiable

Compensation: TBD

Physical Requirements: Regularly operate POS system. Stand and move about freely within the kitchen and dining room environment. Communicate or exchange information with co-workers, patrons, and other individuals in person or electronically. *Drive a car and lift 30+ pounds.*

Schedule:

Part-time position, 12-15 hours per week

Flexible, nontraditional hours as needed.

Principle Responsibilities:

- Hospitality through guest engagement
- Ambassador: Be able to answer questions about the organization and speak about events and programming.
- FOH and BOH duties
- Inform management of guests who are unhappy with the service as quickly as possible
- Maintain composed, professional and calm attitude at all times

Duties

- Opening Duties (cleaning, replenishing stock, etc.)
- The Greet and Thank

Provide a warm welcome to every guest. Give them a brief introduction to Murrini. Check in with each guest during their visit at various touchpoints to ensure they are enjoying their experience. Thank them for their visit and welcome them back. Give them a reason to return.

- Run food from the kitchen, confirming all special dietary requests, and making sure the dish is presented according to our book of standards.
- Bus the table, load the dishwasher and hand wash dishes when required.
- Polish and Roll silverware
- Set and reset tables
- Clean menus
- Complete restroom checks and replenish toiletries.
- Closing Duties (cleaning, replenishing stock, etc.)

Requirements

- Must possess strong interpersonal skills
- Must be able to communicate with individuals from different backgrounds
- Must possess organizational skills
- Must possess the ability to adapt in a changing environment
- Must be able to lift a minimum of 30lbs

Skills

- Communication
- Teamwork Oriented
- Maintains a Good Energy Level
- Thorough and Organized
- Professional
- Punctual
- Helps inventory food, drink, and any other items as it relates to classes, building rentals, and events.

Disclaimer: This job description is only a summary of the typical functions of the job, not an exhaustive or comprehensive list of all possible job responsibilities, tasks, and duties. The responsibilities, tasks, and duties of the jobholder might differ from those outlined in this job description and other duties, as assigned, might be part of the job.

Applicant needs a minimum of 6 months experience in the food & beverage industry, including cooking and management.

for consideration

Send cover letter and resume to shana@artcenterky.org.

Interviews begin on October 16, 2023.

Art Center of the Bluegrass | 401 W. Main St., Danville, KY 40422 | 859-236-4054 |
murrincafe.org