

**Front Counter Team Member - Job Responsibilities (include but are not limited to):**

Our Motto: Our top priority is to provide an excellent customer experience every time.

Always be on time for your scheduled shift

Our core model to serve guests: eye contact, smile, speak enthusiastically, stay connected

Provide Second Mile Service, going above and beyond to ensure excellent customer service

Process orders on POS system from restaurant guests and online orders.

Answer the phone within 3 rings with proper greeting (attached)

Process phone orders

Quickly bag and deliver food with order accuracy

Keep all condiments, cups, drinks, dessert, and other stations stocked

Maintain clean working environment

Maintain strict adherence to Food Safety procedures

Follow procedures to ensure Operational Excellence

Keep in constant communication with the kitchen staff

If required help in the kitchen with food prep or prep station

Provide administrative support to upper management

Assist with light janitorial

Help with taking inventory of supplies, ingredients, & etc.

Restocking of inventory

Must be able to carry at least 30lbs

Prepare food wrapping

Attend to prep station when needed

Observe the soda machine and its inventory

Stock and keep inventory of beverage stock

Follow open and closing procedures when appropriate

Must be able to lift at least 30lbs

Always do the right thing.

To Apply: Please complete application and email to [info@bearbitez.com](mailto:info@bearbitez.com) or bring your application to the restaurant between 2-5 pm and ask for Bliss or Fay.