

# ARTISAN

**Job Title:** Benny's Diner Artisan

**Reports to:** Benny's Diner Director Team, General Manager, Shift Supervisors

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## Job Purpose:

Benny's Diner is one of the student-run businesses operated by Penn Student Agencies. Benny's Diner Artisan is hired as general staff and trained in all associate shift roles of the diner. This position is set-up to create flexibility in scheduling and provide each shift with the necessary versatility to accommodate the student status of the associate. The Artisan is responsible for food prep and cooking menu items. This position would be responsible for maintaining outstanding food safety practices while providing quality yet efficient food service to the customers; direct customer interaction by taking orders and payment; preparing beverages and coffee items; and assisting in additional customer needs. They are responsible for delivering food items and assisting other Artisans when necessary; accepting deliveries of inventory and storing it properly in the dining facility or storage rooms.

## Duties & Responsibilities:

- Serve customers at Benny's Diner in a cheerful, courteous, and dependable manner.
- Prepare food and espresso drinks according to training procedure.
- Accurately operate the cash register and credit card machines.
- Record and deliver deposits at the end of the business day to the PSA office.
- Stock inventory in the diner and manage inventory in storage.
- Maintain the cleanliness of equipment and general diner area according to health inspection policies.
- Respond promptly, usually within 24 hours, to all correspondence from agency management.
- Available for other duties as assigned

## Attendance Requirements:

- Monthly hour-long agency meetings (determined by employee availability)
- On-time to scheduled shifts
- Minimum 50% of PSA GBMs (2 of 4 per semester)

## Preferred Experience & Skills

- Experience working in food service is not required, but a plus.
- Must be reliable, have a strong work ethic, and enjoy interacting with customers.

## Acquired Experience & Skills:

- **Teamwork:** developed through the opportunity to work with various personalities to provide good service for our customer base, especially during rushes.
  - **Time Management:** gained through learning how to accomplish academic and work responsibilities in a timely and organized manner for the duration of your employment, to the best of your ability
  - **Food Prep:** experience in how to create handcrafted food items to food safety standards
- And much more!**

**Wage:** \$8.50 per hour

**Hours:** Average 8 hours per week

- ★ PSA employment for the Spring 2021 Semester will be on a temporary basis pending University operations and the state of the pandemic. Positions will be filled as needed. Offers may be further extended at the discretion of the Executive Director.