



## 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:**

jobs@montverde.org

Job Description: Provide courteous and timely service to all patrons and vendors of the Academy in the Student Center. Reports to the Student Center Manager.

**Responsibilities:**

- 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 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 – Dennis Uniform
- H.T. Hackney - ordering online – candy, chips, coffee cups
- Gold Medal – ordering online – Pizza sticks, cheese sticks, ice cream, cookies
- Coke products – ordering phone – beverages
- BJ’s – orders – list for delivery person to pick up – noodles, chicken wings, ice coffee etc.
- Retail Management System (RMS) - charging student’s accounts and keeping inventory straight

**Qualifications:**

- Needs to work well with all patrons and vendors of the Academy.
- Willing and able to work in a fast-paced environment
- Management and customer service skills
- Must be able to work well around and with young adults
- Lift 35 lbs or more