

Job Description: Seasonal Food & Beverage Associate

Date: Summer 2025
Title: Food & Beverage Associate (Seasonal)
Department: Revenue & Enterprise
Position Reports To: Chef & Kitchen Supervisor
Status: Non-Exempt / Seasonal

Summary: Ensures prompt and courteous assistance to all people entering the Café. Understands the importance of health standards and follows the instructions on the SDS sheets. This position helps in representing our world-class museum by using excellent standards of hospitality. Shares in Tip Pool.

Job Duties:

- Approach all customers with a greeting and smile.
- Assist customers with food purchases.
- Ensure all coolers and containers are adequately stocked with food.
- Ensure all tables and counters are clean and free of dishes.
- Take dishes back to dish area, as needed.
- Clean floors with sweeper as necessary. Keep garbage containers empty.
- Count money before Café opens in the morning.
- Count out registers and record the information for the Accounting Department when Café and Coffee Bar close each evening.
- Assist Food Services Supervisors with any food prep, as needed.
- Assist with any catering functions, as needed.
- Serve Coffee Bar drinks and menu items.
- Keep up with all dishes and leave dish area clean at the end of service.

Competencies:

- Helpful, friendly attitude.
- Ability to handle money.
- Successfully carry out the functions outlined above in an efficient and timely fashion.

Supervisory Responsibilities:

- None

Required Education and Experience:

- Previous food experience preferred.

Other Duties:

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties, or responsibilities that are required of the employee for this job. Duties, responsibilities, and activities may change at any time with or without notice.

EEO Statement:

Buffalo Bill Center of the West provides equal employment opportunities to all employees and applicants for employment without regard to race, color, ancestry, national origin, gender, sexual orientation, marital status, religion, age, disability, gender identity, results of genetic testing, or service in the military. Equal employment opportunity applies to all terms and conditions of employment, including hiring, placement, promotion, termination, layoff, recall, transfer, leave of absence, compensation, and training.

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Position Analysis/Specifications

	<i>N/A</i>	<i>OCCASIONAL</i>	<i>FREQUENT</i>	<i>CONSTANT</i>
Sitting		x		
Standing			x	
Walking			x	
Bending Over			x	
Crawling	x			
Reaching			x	
Crouching			x	
Kneeling			x	
Balancing			x	
Pushing/Pulling			x	
Lifting/Carrying				
10 lbs or less			x	
11 lbs to 25 lbs			x	
26 lbs to 50 lbs		x		
51 lbs to 70 lbs		x		
Manual Dexterity			x	
Fine Motor Skills			x	
Gross Motor Skills			x	
Eye/Hand Coord.			x	
Near Vision			x	
Far Vision			x	
Color Recognition			x	
Hearing			x	

Environmental Factors

	<i>YES</i>	<i>NO</i>	<i>Limited</i>
Working Outside	x		
Working Inside	x		
Working Alone	x		
Working Closely with Others	x		
Excessive Cold/Heat			x
Excessive Humidity/Dampness			x
Noise/Vibrations	x		
Working with Chemicals/Detergents/Cleaners	x		
Working Around Fumes/Smoke/Gas	x		
Walking on Uneven Surfaces	x		
Motorized Equipment or Vehicles			x
Working With Machinery/Motorized Equipment			x
Climbing on Scaffolds or Ladders (Step Stool)		x	