

## Job Description

<b>Date:</b>	<b>Summer 2026</b>
<b>Title:</b>	<b>Café Associate</b>
<b>Department:</b>	<b>Food and Beverage</b>
<b>Position Reports To:</b>	<b>Kitchen Supervisor</b>
<b>Status:</b>	<b>Non-Exempt / Seasonal On-call</b>

**Summary:** The Café associate preps and serves food, cleans work areas, and dishes. Barista for coffee bar, opens and closes cafe and or coffee bar. Handles money exchanges using a cash register.

### Job Duties:

- Counts and exchanges money in the register involving guests
- Preps and cooks food for Café
- Helps wash and dry dishes used for eatery purposes
- Learns and puts into practice food and kitchen safety protocols regarding dishwashing
- Maintain a clean and organized area in the prep area, the cafe common area, and the coffee bar
- Works with other café associates to maintain a clean and organized kitchen, café, and coffee bar environment
- Sweeps and mops floors as time allows
- Empties trash and recycles cardboard as needed
- Assists wherever needed

### Competencies:

- Communicates clearly and effectively with team members and supervisors
- Effectively organizes, plans, and prioritizes tasks
- Builds and maintains positive working relationships with colleagues and supervisors
- Proactively implements improvements to enhance efficiency and cleanliness
- Demonstrates the ability to manage multiple tasks simultaneously

### Supervisory Responsibilities:

- N/A

### Required Education and Experience:

- Experience in food service or barista, prep, or food handling. Will train in all areas.

### 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.

Buffalo Bill Center of the West  
Job Description – Catering Associate

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