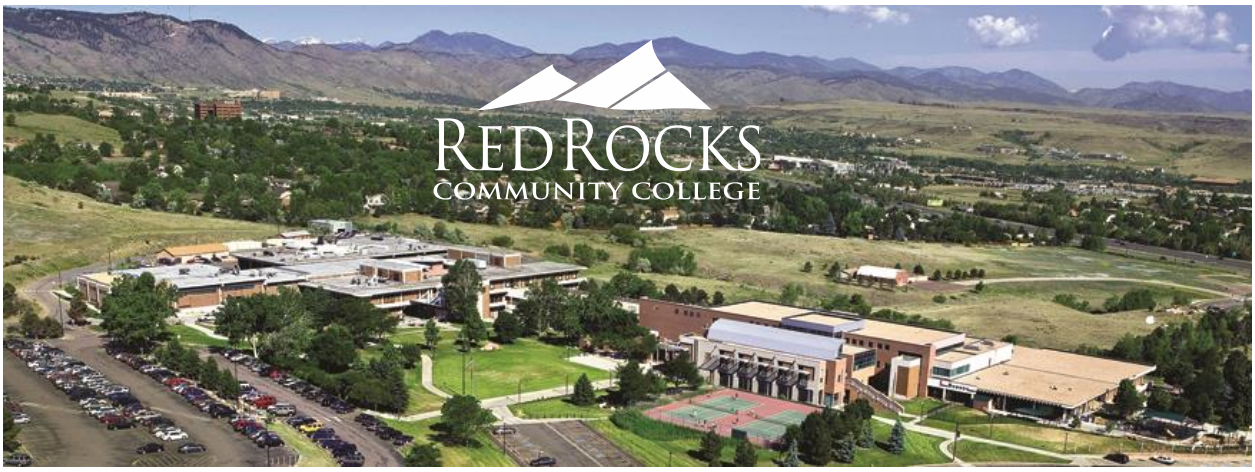

Technical Professional – Coffee Kiosk Manager - 401450

Start Date: Spring Semester 2015

Location: Red Rocks Community College, Lakewood, Colorado

Compensation & Benefits: $26,000 – 28,600 annualized. RRCC also offers a comprehensive benefits package. Details at http://www.rrcc.edu/human-resources/benefits-information.

Application Close Date: Complete application packets must be received in RRCC Human Resources by 5:00 p.m. MST on February 20, 2015.

Responsibilities

Ensure Food Safety and sanitation standards are met. Hire and train student employees. Order food and supplies for the coffee kiosk. Ensure State cash handling procedures are followed. Take customer orders. Brew coffee, tea and other beverages to specifications. Serve customers during peak periods. Maintain all kiosk equipment. Plan, identify and communicate and delegate appropriate responsibilities and practices to kiosk team members to ensure smooth flow of operations. Operate cash register, receive payments of cash and credit card from customers for goods and services, makes change and issues receipts to customers. Settle and balance registers at end of work shift. Prepare shift deposits; verify cash at the beginning and end of shift. Process and securely store deposit records, as well as all shift paperwork and store securely. Process all vendor invoices as well as p-card purchases for nine vendors. Schedule employees; supervise 10-12 part time employees. Cover shifts that are not covered. Maintains current coffee, tea & espresso knowledge. Creates beverage specials. Update procedure manual as needed.

Qualifications

Minimum Qualifications: Six months of experience working in a coffee bar with food. Knowledge of available coffee drinks and how to make them. Six months experience supervising. Excellent customer service skills. Excellent written and verbal communication skills. Demonstrated ability to work as a team Demonstrated presentation skills

Preferred Qualifications: Experience managing a coffee kiosk. Community College experience.

To Apply

To apply for this position the following are required: (1) A completed RRCC employment application **(Only information contained on the application will be used to determine if applicants meet minimum qualifications. Please use dates.)**, (2) A cover letter, (3) A resume or CV

Notice: All areas of the employment application must be completed in full for consideration. **A resume will not be accepted in place of a completed application. A response of "see resume" will not be considered.**

About Red Rocks Community College

Located at the foot of the Rocky Mountains in Lakewood, Colorado, Red Rocks Community College offers more than 150 programs and 650 courses leading to two-year degrees or professional certificates.

Red Rocks has campuses in Lakewood and Arvada. Courses are delivered in formats from traditional classroom to online to self-paced and weekend classes.

Since 1969, Red Rocks Community College has delivered quality education to an eclectic mix of students of all ages, incomes and backgrounds. For many of our 15,000 annual students, Red Rocks is the convenient community college just down the street. For others, a Red Rocks program or course is worth traveling halfway around the world.

Please follow this link for an application: http://www.rrcc.edu/human-resources/jobs. Application documents may be emailed to hrjobs@rrcc.edu or mailed directly to:

Red Rocks Community College
13300 W. Sixth Avenue, Campus Box 17
Lakewood, CO 80228-1255
Phone: 303-914-6570
FAX: 303-914-6800

Red Rocks Community College is committed to diversity in its people and programs. The College is an equal opportunity educational institution and does not discriminate on the basis of disability, race, creed, color, sex/gender, sexual orientation gender identity, religion, age, national/ ethnic origin, pregnancy status, veteran's status, genetic information, physical or mental disability, or any other category protected by applicable law, in its employment practices or educational programs and activities.

RRCC has designated the Executive Director of Human Resources as its Affirmative Action Officer/Equal Opportunity Administrator/Title IX Administrator with the responsibility to coordinate its civil rights compliance activities and grievance procedures. For information, contact Dr. Bill Dial, Executive Director of Human Resources, Title IX Coordinator, Title VII/Equal Opportunity Coordinator, ADA/Sec 504 Coordinator, 13300 West Sixth Avenue, Lakewood, CO 80228. 303-914-6298. Bill.Dial@rrcc.edu

Reasonable accommodation will be provided upon request for persons with disabilities. If you are a person with a disability who requires an accommodation to participate in the application process, please notify Human Resources at 303-914-6570.

Effective July 1, 2003, it is Red Rocks Community College procedure to conduct pre-employment background checks on all employment finalists to determine or verify background information, including criminal history, references from previous employment, qualifications, and, when applicable, driving history. Employment offers are contingent upon receiving a satisfactory report.

For information regarding Red Rocks Community College security, including crime statistics for the Red Rocks Community College Lakewood and Arvada campuses, please see the Red Rocks Community College campus security website at: http://www.rrcc.edu/police/. For a hard copy report please contact 303.914.6498.