



Tea's Me Café

Job Title:	Tea'sing Expert – Host Cashier/ Tea Sommelier	Job Category:	Host, Cashier, Tea Sommelier
Location:	Multiple Locations	Travel Required:	Travel Required
Level/Salary Range:	Starting at \$9	Position Type:	Part-Time, Work Study, Internship
HR Contact:	Darla Harmon/ Tim Fry	Date Posted:	December 2022
Will Train Applicant(s):	Darla Harmon & Managers	Posting Expires:	TBD
External Posting URL:	www.TeasMeIndy.com/Join-Our-Team		
Internal Posting URL:	www.TeasMeIndy.com/Join-Our-Team		
Applications Accepted By:			
WEB POSTING ONLY: See above		MAIL: Name Tea's Me Café 140 E. 22 nd Street, Ste. B Indianapolis, IN 46202	
About Us			
TEA'S ME CAFE IS A LOCAL FAVORITE, AWARDED THE BEST OF INDIANAPOLIS, BEST TEA HOUSE IN 2020 & 2021.			
<p>Guests enjoy a variety of healthy loose-leaf teas, great food, and a classy ambience. Tamika Catchings, 4x Olympic Gold Medalist, Hall of Famer, and founder of the Catch the Stars Foundation, purchased Tea's Me Cafe in 2017, when she found out the original owners were planning to close the business. A Community advocate, the goal of the Cafe is to not only serve the community food & beverages, but also to provide add programming and events. The Cafe expanded its reach by operating a second location, Tea's Me Community Cafe, as part of a Tarkington Park Partnership.</p> <p>Tea's Me Cafe specializes in providing the best loose-leaf tea sourced from all over the world. Our guests notice the difference in the freshness, taste, and aroma. Tea is incredibly healthy for you and is a wonderful way to start your day or can help you sleep at night.</p>			
Job Description			
ROLE AND RESPONSIBILITIES			
<p>The Tea Sommelier and Host Cashier provides exceptional Tea service by preparation of teas, beverages, sandwiches & desserts for an optimal tearoom experience. The Tea 'sing Expert will also act as a Brand Ambassador ensuring that a positive customer experience is created by increasing brand awareness and participating in demonstrations for events as required.</p>			
RESPONSIBILITIES AND EXPECTATIONS:			
<ul style="list-style-type: none">• Greet every guest.• Prepare and brew teas and coffee according to company standard.• Prepare tables for Tea Service.• Clean and maintain service areas including tea prep counter and front counters.			

- Ensure the front of tearoom is always clean and tidy.
- Assist in open and close prep as required which includes but is not limited to; clean restrooms, sweep, clean tables, chairs/sofas, rearrange for set up, remove trash, and restock goods and supplies
- Complete assigned weekly and daily tearoom tasks.
- Assist and educate customers on tea selections and menu items.
- Adhere to company standards as outlined in handbook and training plans.
- Assist kitchen with service in delivery of meals to tables or prep of meals
- Wash and restock dishes.
- Consistently deliver a positive customer service experience and support a positive team friendly environment conducive of support for one another and encouragement.

Each Tea'sing Expert will learn both Front of House and Back of House (Chef-Cook) roles. All staff will be required to cross train for both FOH/BOH.

QUALIFICATIONS AND EDUCATION REQUIREMENTS

Core Value Qualifications

1. Energy for Life – Excitement about your life, our space(s) and a contagious positive attitude
2. Willingness to Learn – Learn, engage & grow daily
3. Commitment to Excellence – Take pride in how you SHOW up every day
4. Engagement – Be attentive to your guest, teammates & those you have a chance to connect with
5. Dedicated to Serve – Attitude of gratitude and exceptional customer service to our guests

PREFERRED SKILLS

- Love to have FUN!!
- Smiles are necessary
- Previous experience in hospitaitliculinary arts, cooking, or other related fields
- Team- Oriented
- Willing to work with different types of people
- Self-Starter
- WANT TO GET BETTER
- Knowledge of cost and labor systems
- Passion for food and cooking techniques
- Strong leadership qualities
- Ability to thrive in a fast-paced environment

Reviewed By:	Name	Date:	Date
Approved By:	Name	Date:	Date
Last Updated By:	Name	Date/Time:	Date/Time