

Job You Are Applying For: Front Counter Attendant

The front counter attendant should have the ability to handle food items and interact efficiently with customers. Most importantly, the attendant should have a positive attitude and always have a smile. The attendants are key employees whose service generates revenue.

Front Counter Attendant Skills

A Front Counter Attendant job is for you if you have:

- Excellent customer service skills
- Good interpersonal skills to deal efficiently with coworkers and general public
- Professional appearance and manners, (shirts will be provided)
- Ready to work varied shifts, including weekends
- Good English language skills

Food Counter Attendant Staff Duties and Responsibilities

- Take customers' orders
- Ensure all tables as well as cutting table, are clean and tidy at all times
- Clean tables after each customer
- Provide food and beverage in a timely and pleasant service to customers
- Thank customers for their patronage
- Maintain cleanliness of the bakery including floors, tables, ledges, and counters at all times
- Wash dishes, glassware, pots or pans using dishwashers or by hand
- Place clean dishes, utensils or cooking equipment in storage areas
- Maintain kitchen work areas, equipment or utensils in clean and orderly condition
- Stock supplies, food, front shelves, cupboards, and refrigerators
- Sweep floors
- Empty garbage cans and remove trash and place in designated areas
- Check and take necessary actions for cleanliness of rest rooms

About Sweet Meg's

Sweet Meg's is a family-owned bakery and we strive to create a positive work environment for qualified and committed individuals. We adhere to 3 basic tenets:

1. Good food
2. Friendly Service
3. Clean Environment

We have invested heavily in resources and time in building this business and we need qualified associates to help us grow and succeed. We expect our employees to be good ambassadors for our bakery and to be people of good character. Honesty and personal integrity are essential.

Our associates are expected to treat customers with respect, attentiveness, and to make every effort to attend to their needs in a friendly/pleasant manner. This is a service business and our goal to create a happy/friendly customer experience.

We expect our associates to be well-groomed and appropriately dressed. Shorts and skirts are to be of appropriate length and in good condition. Tops are to be preferably a Sweet Meg's t-shirt or a solid black or pink t-shirt. Long hair is to be appropriately pulled in a pony tail and/or covered with a hat/visor.

Our associates are expected to work to get along with and work well with fellow employees and to treat each other with respect and kindness.

Our associates are expected to be on time for work and to work at assigned tasks while on the clock.

As owners/managers, we will treat employees with respect and will provide appropriate guidance and offer constructive suggestions where appropriate. Our goal is to work with our associates to further the reputation of Sweet Megs in the community. We will strive to provide a safe environment and one that we can all be proud of.

Sweet Meg's Bakery

I certify that the information included in the attached application is accurate and true. I understand that false information may be grounds for not hiring me or for immediate termination of employment at any point in the future if I am hired. I understand that Sweet Meg's may check references and do other background checks as part of the hiring process and has full discretion over which candidates are offered positions.

Applicant's Signature _____, Date: _____

PERSONAL INFORMATION:

First Name _____ MN _____ Last Name _____

Birth Date: Month _____ Day _____ Year _____

Street Address: _____

City, State, Zip Code: _____

Local Phone Number: _____ Cell Phone Number: _____

Email Address: _____

EDUCATION

What is the highest Level of Education completed: _____

Are You Currently Enrolled as a Student: Yes _____ No _____

If So Where: _____

If a Student, What Grade/year: _____

WORK EXPERIENCE

Do You Have Any Work Experience: Yes _____ No _____

If So Where (Name of Business): _____

Dates of Employment: _____

What Were Your Duties: _____

Why Did You Leave: _____

Other experience:

Provide A Reference (Name/ Telephone #) from Previous Employer:

Personal References (Name/Telephone):

WORK AVAILABILITY:

How Many Hours per Week are desired: _____

Days/Hours Available:

- Wednesday: _____
- Thursday: _____
- Friday: _____
- Saturday: _____

Current store hour: Wednesdays/Saturdays 11:00-3:00

Thursdays/ Fridays 11:00-5:00

What date are you available to start work? _____

PERSONAL/BACKGROUND

Have you been convicted of or pleaded no contest to a felony within the last five years?

Yes _____ No _____

If yes, please explain: _____

Do You Smoke: Yes _____ No _____

Sweet Megs is a smoke-free workplace. We do not permit smoking on the shopping center premises (cars included). We do not permit smoking breaks. We expect all employees to be well-groomed and expect employees to not smell of smoke.

Skills and Qualifications: Licenses, Skills, Training, Awards, etc.:

Any other Information on why you would be the right fit for Sweet Meg's Bakery:
