



# QUILEUTE TRIBAL ENTERPRISES

HUMAN RESOURCES DEPT.

P.O. Box 67, La Push, WA 98350

(360) 640-5613

## Enterprise Barista

**Position:** Barista  
**Supervisor:** Enterprise Director  
**Location:** Native Grounds Coffee Stand  
**Work info:** Full Time 40 hrs. a week  
**Salary:** DOE/Q

### **ESSENTIAL DUTIES AND RESPONSIBILITIES INCLUDE THE FOLLOWING:**

- Prepare and serve coffee, espresso drinks, teas, and other beverages according to customer specifications.
- Prepare and serve baked goods
- Provide friendly and efficient customer service, greeting customers and taking orders.
- Handle cash transactions accurately, ensuring correct change is given.
- Operate and maintain coffee machines, grinders, and other equipment, ensuring cleanliness and proper functioning.
- Keep the work area clean, organized, and stocked with necessary supplies.
- Track inventory and notify management when restocking is needed.
- Collaborate with team members to ensure smooth operations and customer satisfaction.
- Follow health, safety, and company policies at all times.

### **QUALIFICATIONS:**

#### **Required Qualifications:**

- Must have a Food Handlers Card
- Must have a high school diploma or GED or obtain within one year
- Must have a valid WA State Driver's License or obtain within 3 months
- Must adhere to the Enterprise Personnel Policies and Drug and Alcohol Policy
- Must be able to work in fast paced/time sensitive environment
- Previous experience in customer service or as a barista preferred.
- Basic knowledge of coffee preparation and espresso machines.
- Strong communication and interpersonal skills.
- Ability to work in a fast-paced environment and handle multiple tasks.

- Basic math skills for cash handling and transactions.
- Ability to stand for long periods and lift up to 25 lbs.
- Flexible schedule, including weekends and holidays.
- Positive attitude and willingness to learn new skills.
- Must be courteous, drama free, demeanor with guests and staff.
- Must be able to follow safety and sanitation guidelines.
- Other Duties as assigned

**Submit QTC Job Application to:**

Quileute Tribal Enterprises  
Human Resources Department  
PO Box 67  
La Push, WA 98350  
Cynthia.Barajas@quileutetribe.com

Obtain a job application at [www.quileutenation.org](http://www.quileutenation.org)

**GENERAL INFORMATION:**

The statements contained herein reflect the general details as necessary to describe the principal functions of this job, the level of knowledge and skill typically required, and the scope of responsibility, but should not be considered an all-inclusive listing of work requirements. Individuals may perform other duties as assigned including work in other functional areas to cover absence or relief, to equalize peak work periods, or balance workload.

**SPECIAL REQUIREMENTS:** Must have and retain a valid Washington State Driver's License – please provide copy with job application. Must pass a criminal background check, drug and alcohol screening and reference check.

**INDIAN PREFERENCE WILL APPLY.** If applicants have equal qualifications, preference will be given first to a Quileute Indian applicant and then to other Native Americans and Alaska Natives. Except as provided by the Indian Preference Act (Title 25 U.S. Code Sec. 472 & 473) there will be no discrimination in selection because of race, color, creed, age, sex, national origin, physical handicap, marital status, politics, or membership/non-membership in an employee organization.