

## Cardinal Café Internship

Duration: 2026-2027 School Year

Job Title: Café Attendant/Office Supervisor:

Dawn Eynetich

Regular Hours: 5-15 hours a week

Schedule: Flexible schedule Monday - Friday

Wage: \$15.00 per hour

### Overall purpose and objective of this position:

The purpose of this position is to introduce the student to a career in the food service industry and help them obtain basic business skills for operating a small business. Working as a part of a team at a café business built around a passion for customer service and great food is, by nature, a joyful experience. With the right team, café work can be one of the best jobs out there.

### Scope of Work:

- Take customer orders for food and drink
- Prepare and serve food and drinks for customers to enjoy on the premises or as take away
- Operate cash registers, take payments and give receipts, count tills, paperwork for each shift
- Operate a coffee machine to make coffee
- Clear away used dishes and cutlery from tables; clean and prepare tables
- Wash dishes, cutlery and cooking utensils
- Clean cafe equipment such as coffee grinders and espresso machines
- Administrative work dealing with times cards and payroll as well as making work schedules
- Assist in making bank deposits
- Order food from suppliers and put away new stock
- Stock coolers

### Preferred Skills:

- Good work ethic and punctuality
- Organized, can create, and manage a schedule
- Strong written and oral communication skills
- Able to work independently and as part of a team
- Must be able to obtain a Foods Handlers Permit

### Application Process

The portal opens March 2<sup>nd</sup>, 2026. Application materials are required no later than April 3<sup>rd</sup>, 2026.

- High School Intern Application
- Resume/Cover Letter