

# We're Hiring

## SHORT ORDER COOK

### Morning Star Coffee Shop

**First Posting:** Enrolled Menominee Tribal Members Only

**Closing Date:** September 23, 2025

**Minimum Pay Rate:** \$13.09

**Status:** Regular Part-Time

#### General Overview of Job

Working under the general supervision of the Coffee Shop Manager, the Short Order Cook assists in preparing a variety of food items offered in the coffee shop, including baked goods, muffins, bagels, grab-and-go items, and other menu offerings. This position involves following established recipes, upholding cleanliness and food safety standards, and supporting the kitchen team to ensure efficient operations and high-quality food service.

#### Essential Functions

- Greet customers in a friendly and welcoming manner.
- Work closely with coworkers to ensure smooth service, especially during busy hours.
- Serves prepared foods and baked goods including sandwiches, biscotti, muffins, or bagels.
- Ensure freshness and quality of all ingredients and finished products.
- Label, date, and store food properly to ensure food safety and minimize waste.
- Maintain a clean and organized prep area, including equipment, utensils, and work surfaces.
- Assist with receiving and storing food deliveries and supplies.
- Communicate with kitchen staff and baristas to ensure timely service of food items.
- Support other team members with prep work, cleaning, or customer service as needed.
- Support restoring stations and refrigerators throughout the shift.
- Cleans and sanitizes all equipment, utensils, dishes, and work areas.
- Stocks supplies or retail products.
- Report malfunctions or maintenance issues to manager.
- Follow food safety and hygiene standards at all times.
- Performs other related duties as assigned.

#### Minimum Qualifications

High school diploma or equivalent is preferred. Prior experience (1 year) as a food prep or in kitchen experience preferred, but not required. A valid SafeServe certification is required or must be obtained within 30 days of hire.

#### Other Skills, Knowledge, Abilities

- Excellent communication skills, focusing on customer service.
- Basic knowledge of kitchen equipment and food preparation techniques.
- Ability to multitask and work under pressure.
- Ability to follow instructions and standardized recipes.
- Excellent organizational skills and attention to detail.
- Physical ability to stand for long periods, lift to 30lbs, and work in a fast-paced environment.
- Must be eighteen (18 years) of age or older.

#### Behavior Expectations

Must be able to maintain a positive, professional relationship with coworkers. Must be able to interact with other departments in a spirit of compromise. Must be able to take on additional responsibilities in a spirit of cooperation and teamwork. Must be able to maintain an atmosphere of trust, fairness, and respect and be mutually supportive with co-workers. Must be able to maintain strict confidentiality.




#### Part-Time Benefits:

- Paid Time Off (PTO)
- 401(k) Retirement Plan
- Flex Spending Account (FSA)
- Career Growth Opportunities
- Excellent Work Atmosphere

#### Apply:

Applications can be submitted through the online application portal or by emailing [HR@wolfriverdev.com](mailto:HR@wolfriverdev.com) to request a paper application.

 [www.wolfriverdevelopment.com](http://www.wolfriverdevelopment.com)

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