

# We're Hiring

## BARISTA CREW LEAD

### Morning Star Coffee Shop

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

**Closing Date:** September 23, 2025

**Minimum Pay Rate:** \$15.50

**Status:** Regular Part-Time

#### General Overview of Job

Working under the general supervision of the Coffee Shop Manager, the Barista Crew Lead is the first point of contact for customers in the coffee shop, responsible for providing friendly, efficient service while processing transactions accurately. This role involves taking orders, handling payments, maintaining a clean work area, and supporting the front-of-house team to ensure positive and smooth customer experience.

#### Essential Functions

- Greet customers in a friendly and welcoming manner.
- Take customer orders accurately and enter them into the POS (point-of-sale) system.
- Process payments via cash, credit/debit cards, and mobile payment apps.
- Issue receipts, give correct change, and handle refunds or adjustments as needed.
- Answer questions about the menu, make product recommendations, and inform customers about specials or promotions.
- Ensure quality and consistency in every beverage.
- Support other team members with prep work, cleaning, or customer service as needed.
- Restock front-of-house supplies such as cups, napkins, utensils, and condiments.
- Ensure freshness and quality of all ingredients and finished products.
- Maintain a clean and organized prep area, including equipment, utensils, and work surfaces.
- Support restocking of stations and refrigerators throughout the shift.
- Cleans and sanitizes all equipment, utensils, dishes, and work areas.
- Ensure proper functioning of freezers, refrigerators, and heating by routinely checking temperatures in that equipment.
- Follow food safety and hygiene standards at all times.
- Performs other related duties as assigned.

#### Minimum Qualifications

High school diploma or equivalent is preferred. While three (3) years of prior experience in customer service, food service, or retail is beneficial, it is not mandatory. A valid SafeServe certification is required or must be obtained within 30 days of employment.

#### Other Skills, Knowledge, Abilities

- Excellent communication skills, focusing on customer service.
- Ability to multitask and work efficiently in a fast-paced environment.
- Excellent organizational skills and attention to detail.
- Excellent customer service and problem-solving skills.
- Reliable, punctual, and detail oriented.
- Ability to stand for long periods and lift up to 20 lbs.
- 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)

 W2828 Go Around Road, Keshena WI  
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**Mission:** To assertively build an expanded array of opportunities for the Menominee Nation by staying competitive in tomorrow's world.

**Vision:** To develop opportunities through sustainable profits.