



Mojista Job Description

The Mojista will be responsible for the daily operations of Moji Coffee + More. This will include showing up daily, prepared to provide excellent guest experiences. Our Mojistas will have a good understanding of the different tasks and coffee shop functions that the shift supervisor asks them to perform.

The Mojista position will be part-time.

Mojistas will be responsible for the following:

- Assisting the supervisor with opening/closing the coffee shop
- Keeping equipment and workspace clean.
- Greeting guests warmly and enthusiastically
- Informing our guests about daily specials and helping our guests make menu decisions.
- Taking guest orders
- Making coffee, smoothies, and other drinks.
- Selling food items.
- Stocking supplies
- Keeping the coffee shop clean at all times.
- Having basic knowledge of the offerings of Moji and informing our guests of what those are.
- Operating the cash register (Taking the correct payment and giving the correct change.)
- Practicing Food Safety procedures.
- Selling Moji merchandise (shirts, mugs, art, etc.)
- Answering guests' questions
- Asking a supervisor for help when needed.
- Being part of a team (respecting other co-workers)
- Following all rules
- Following all safety procedures
- Showing up on time
- Informing supervisor when you can't work as scheduled.
- Clean and neat appearance

Qualities of good Mojistas

- Positive attitude
- Ability to work as a member of a team
- Willingness to learn
- Experience with following directions
- Ability to follow all Rules/Safety procedures
- Ability to stand/be active for 4 plus hours.
- Commitment to excellent guest service.
- Willingness to complete any tasks assigned by supervisor
- Ability to communicate needs and ask for help.
- Ability to be flexible with work schedule
- Displays warm smile and uses kindness when interacting with all people in the workplace.

I understand the duties and expectations of the Mojista role. I understand the responsibilities and qualifications required to successfully fulfill the position.

Name of Participant: _____

Signature of Participant: _____ Date: _____

Name of Participant: _____

Signature of Legal Guardian (if applicable): _____ Date: _____