

COASTAL MAINE BOTANICAL GARDENS

Soup/Sandwich/Salad Artist

Reports to: Food & Beverage Manager

CMBG Mission: The mission of Coastal Maine Botanical Gardens is to inspire meaningful connections among people, plants and nature through horticulture, education and research.

Summary: Contributes to a positive guest experience by preparing soups, sandwiches, salads and other lunch entrees, presenting them in an appealing manner. Items may be prepared to order for Café patrons and Market customers.

Essential Functions: *(This job requires the performance of the following tasks, with or without accommodation. Additional duties may be assigned.)*

- Cut and prep meats and vegetables by hand or machine, cook bacon, bake cookies, prepare garnishes including fruit, tomatoes, edible flowers, herbs and lettuces from the kitchen garden
- Prepare ingredients for soup; assemble and cook soup
- Prepare, assemble and cook quiche
- Assemble sandwiches to order or according to standard; cook paninis
- As needed, cook, mix and season ingredients to create dressings, fillings and various sandwich spreads
- Organize and prepare lunches for groups
- Restock the workstation with condiments and other supplies as needed; ensure that the workstation is restocked at the end of shift
- Plate food neatly according to established procedures in a timely way
- Clean and maintain all areas of the workspace to maintain sanitation standards and promote a clean image
- Date and label food prep with initials and manager's approval
- Sweep station every night; clean behind sandwich, salad and panini station nightly
- Collaborate with co-workers to balance workload and ensure prompt delivery of orders

Qualifications needed for this position: Employee should have excellent interpersonal skills. People with positive attitudes thrive in this job. Though prior experience as a soup/sandwich/salad artist is generally not required, the following skills are essential to get the job done:

- **Food preparation** – meat slicing, cutting and preparation of food in accordance to state code.
- **Memorization** – learn the restaurant's menu and sandwich options, including the order in which certain sandwiches are made
- **Collaboration** – operate as part of the food service team; work well with others to create a seamless customer experience

- **Organizational skills** –manage a variety of duties simultaneously throughout a shift, requiring multitasking and prioritizing
- **Customer service** – be responsive to customers’ requests; answer phone as needed
- **Interpersonal skills** – patience, attentiveness, and upbeat communication skills
- **Physical requirements** – ability to be on your feet for the majority of your shift; occasional but regular lifting or cleaning heavy objects

Comfort in operating the following equipment:

- Meat slicer
- Basic oven and convection oven
- Flat grill
- Point of sale software to retrieve order details

Work schedule: This is a seasonal position mid-May through mid-October, generally 8/9 a.m. to 4 p.m.; weekend days and one Thursday until 7 p.m. may be required. Possible additional weekend evening work available through December.

I have carefully read and understand the contents of this job description. I understand the responsibilities, requirements, and duties expected of me. I also understand that this job description does not constitute a contract of employment nor alter my status as an at-will employee. I have the right to terminate my employment at any time and for any reason, and the company has a similar right.

Submitted by: _____

Signature	Date
Manager	Date