

## Host + Busser

**Salary:** \$14.75 per hour plus tips from to-go and server pool

**Schedule:** 20-30 hours per week / open availability including weekends required

**Location:** 7575 SE Tualatin Valley Hwy. Hillsboro, Oregon 97123



### About Reedville Cafe Inc.

Reedville Cafe is a Hillsboro staple, first opening as Shack Tavern in 1934 and renamed in 1990!

Voted "Gold" in Best Restaurant and Best Breakfast of 2022 in the Hillsboro's Best awards, our extensive menu is loved by our ever-growing number of loyal customers. Featuring indoor and outdoor seating in addition to the menu variety, our location has a little something for everyone!

### About the Job:

We are looking for a Host/Hostess + Busser to expand our current team - a person who is outgoing, loves food, and is excited to work together with our team to provide outstanding service to our guests. This person would also have professional and courteous composure in a fast-paced environment.

### Essential Duties + Responsibilities

- Customer Service, including answering phones and seating guests
- Managing to-go orders from start to finish – taking the order, packaging it, and setting it out
- Maintain general cleanliness of restaurant area, including bussing tables, supply stocking, vacuuming, etc
- Assist servers with running food and other tasks as needed
- Must be able to handle cash and correctly return change to customers
- Self motivated with excellent organization skills and attention to detail
- Basic English speaking, reading and writing skills. Bilingual in Spanish is a bonus!
- Basic computer skills
- Reliable transportation
- Oregon Food Handlers Card and OLCC Service Permit
- Ability to lift and carry up to 20lbs and stand/walk for extended periods of time

### What We Offer:

- Employee Meals – 50% on-shift discount for 1 meal, while working
- Employee Beverages – complimentary non-alcoholic beverages when on-shift
- PTO – accrued date of hire, 1 hour for every 30 worked up to 40 hours annually.
- Simple IRA (qualifying employees) – 3% match for participating employees

Reedville Cafe Inc. provides equal employment opportunities to all employees and applicants for employment and prohibits discrimination and harassment of any type without regard to race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state or local laws.

Qualified candidates must be able to perform the essential functions of this position satisfactorily with or without a reasonable accommodation. Disclaimer: this job post is not necessarily an exhaustive list of all essential responsibilities, skills, tasks, or requirements associated with this position. While this is intended to be an accurate reflection of the position posted, the Company reserves the right to modify or change the essential functions of the job based on business necessity.

### **For further details, or to apply for this position, please contact:**

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