



**Position:** Cafe & Event Support Staff

Heritage House seeks to hire personable, teachable, and responsible individuals to support café service and on-site events at our family-owned business, located in a Victorian-era farmhouse in the heart of Corrales. This position offers the opportunity to work across daily café operations and special events while contributing to the welcoming atmosphere of one of Corrales' most recognizable historic properties.

**How to Apply**

To be considered, applicants must complete our application found [here](#).

**Compensation**

During Café Hours: \$12.50 per hour plus pooled café tips (tips vary, roughly \$8-12/hour, and are not guaranteed)

Special Event Work (After Normal Café Hours): \$15.00 per hour

If a client provides a gratuity for an event, the gratuity is pooled and distributed evenly among event staff. Events occurring during normal café hours are compensated at the standard café rate.

**Summary**

The Cafe & Event Support Staff position supports the daily operations of Heritage House primarily by preparing and serving food, coffee, and beverages during café hours and, occasionally, by assisting with beverage service and guest support during on-site events.

Staff follow established recipes, workflows, and standard operating procedures during café service. All employees report directly to the owner. This position does not include supervisory, scheduling, or managerial authority.

Event work is a sporadic and expected part of this role and may occur outside normal café operating hours.

Staff may also have the opportunity to contribute to additional tasks aligned with their skills and interests, such as social media content or administrative work, to support overall operations.

**Schedule**

Scheduled shifts vary based on operational needs and may include café shifts, event shifts, or a combination of both.

**Café Hours (subject to change):**

Monday–Friday: 8:00 AM – 2:00 PM

Saturday-Sunday: 8:00 AM – 3:00 PM

Event shifts occur sporadically, outside normal café hours, including evenings and weekends. Advance notice is provided and scheduling considers staff availability and operational needs.

**Duties & Responsibilities****Café Operations**

- Prepare and serve espresso, brewed coffee, tea, and other beverages according to established standards
- Perform food preparation and service duties, including assembling and serving items
- Follow all food safety, sanitation, and handling procedures
- Bus tables and wash dishes
- Maintain cleanliness and organization of café work areas

**Customer Service & Sales**

- Provide friendly, professional, and attentive customer service
- Offer menu guidance and beverage recommendations
- Accurately process customer transactions using the point-of-sale system and handle cash responsibly

**Event Support**

- Assist with beverage service and guest support during on-site events
- Support event setup and breakdown as needed
- Follow event-specific procedures and direction provided by the owner or designated event lead
- Help maintain cleanliness and organization of event spaces before, during, and after events

**Opening, Closing & Shift Duties**

- Perform opening and/or closing duties as scheduled, in accordance with established procedures
- Maintain a clean, well-prepared environment throughout assigned shifts
- Work scheduled shifts, which may include weekends, peak service periods, and evening event hours

**Additional Contributions**

- Assist with operational tasks aligned with skills and interests, such as social media, marketing, or inventory support.  
These contributions are voluntary and are not compensated beyond standard café pay.

**Physical & Environmental Requirements**

- Ability to stand for extended periods and lift up to 50 lbs, with or without reasonable accommodation
- Work in a fast-paced, sometimes noisy environment

- Handle hot equipment and liquids safely

#### Minimum Qualifications

- Ability to learn and follow established procedures
- Strong communication and customer service skills
- Reliability and punctuality

#### Preferred Qualifications

- Previous experience as a barista or in food service
- Experience working events or in a hospitality setting
- Interest in developing skills across café and event operations