

Receptionist/Barista – Attic Studios – Long Island City NY

Summary

The Receptionist/Barista is the face of Attic Studios when a client first walks through the door. This position is responsible for assisting with client services by greeting each person and directing them to their studios, along with serving beverages from our delightful coffee bar in the café. We are looking for someone who is well kept and has a bubbly personality and is a natural when it comes to customer service.

Essential Duties and Responsibilities include the following:

- Answering phones, screening and directing calls to the proper person.
- Assisting with client services and answering basic studio questions.
- Has a friendly demeanor and caters to every client's specific needs with courtesy and a smile.
- Must be able to multitask and be prepared to be pulled in many directions.
- Attending to messengers for deliveries and pickups.
- Occasional office administrative work.
- Preparing coffee, snack and drink orders for clients in the café.
- Maintaining inventory of coffee products.
- Keeping the café clean, orderly and restocked at all times.
- Maintaining a safe and healthy work environment by following organization standards and sanitation regulations.

Qualifications/Required Skills

- Basic computer skills: Gmail, Word, Excel, Dropbox
- Must have at least 1 year experience as a barista or in a coffee shop environment.
- Excellent communication skills both verbal and written.
- Four-year Bachelors degree required.
- Excellent service skills, good attitude.
- Dedication and commitment.

Physical Requirements

While performing the duties of this job, the employee maybe required to work seated at a desk for several hours at a time and/or stand or walk for extended periods of time on hard surfaces. Must be able to lift objects up to 30lbs. Specific vision requirements require employee to view computer screens for extended periods of time and manipulate a mouse and keyboard.

Salary and Benefits

Hourly pay is commensurate to experience. ATTIC STUDIOS offers a 401k plan and will soon offer other benefits to employees. ATTIC STUDIOS LLC is an equal opportunity employer. Interested parties email reception@atticstudios.net