

American Community Association

-BARISTA-

OPEN TO:	All interested candidates
POSITION:	Coffee Shop Barista
OPENING DATE:	May 17, 2021
CLOSING DATE:	June 11, 2021
WORK HOURS:	7:00 – 15:00
SALARY:	20 PLN gross/hour
NOTE:	Position available June 28, 2021

NOTE: This is NOT a position with the U.S. Embassy or U.S. Government. All applicants must have the legal right to work in Poland before being able to apply for this position or be an Eligible Family Member. Such right may be obtained through Polish Citizenship or work or residency permits. Salary is flat rate regardless of nationality.

BASIC FUNCTION OF POSITION

American Community Association (ACA) provides support to American personnel assigned to the U.S. Embassy Warsaw and Consulate General Krakow by providing products and services through ACA operations.

The position of barista includes:

- Preparing and serving hot and cold drinks such as coffee, tea, and specialty beverages
- Ordering coffee shop inventory and supplies
- Performing monthly inventory physical count
- Cleaning and sanitizing work areas and equipment
- Updating signage and displays to attract customers
- Adhering to all food safety regulations and quality controls

QUALIFICATIONS REQUIRED

NOTE: Applicants must address each selection criterion detailed below with specific and comprehensive information as to how they meet the criterion.

1. Education: Completion of secondary school is required.
2. Prior Work Experience: 1-2 years of barista experience
3. Language Proficiency: Level 4 (fluent) speaking/reading/writing English and Polish is required.
4. Technical Skills: Working knowledge of Microsoft Windows and Microsoft Office (Word, Excel, Outlook).
5. Personal Skills: Strong communication, organizational and customer service skills; happy, friendly personality; experience working with different nationalities, ability to work unsupervised and deliver quality work

ADDITIONAL SELECTION CRITERIA

1. The ACA will consider nepotism/conflict of interest, budget, and residency status in selecting the successful candidate.
2. The selected candidate will be required to obtain an appropriate security clearance.
3. Interested members of the U.S. Embassy who are departing post in less than a year are not eligible to apply.

TO APPLY

Interested applicants for this position should submit the following:

1. A current resume or curriculum vitae; plus
2. Any other documentation (e.g. essays, certificates, awards, copies of degrees earned) that addresses the qualification requirements of the position as listed above.

SUBMIT APPLICATION TO

Aleksandra Abney, ACA General Manager
U.S. Embassy Warsaw
Al. Ujazdowskie 29/31
00-540 Warsaw
Tel: 022-504-2027
E-mail: AbneyA@acawarsaw.com

The American Community Association in Poland provides equal opportunity and fair and equitable treatment in employment to all people without regard to race, color, religion, sex, national origin, age, disability, political affiliation, marital status, or sexual orientation. The American Community Association also strives to achieve equal employment opportunity in all personnel operations through continuing diversity enhancement programs.