

Bagel Team Job Description

Position Definition:

- We are a coffee shop that strives to love our neighbors in all that we do and that starts with our team. As a team member of the Kitchen at Teleo Coffee you are an integral part of the customer's experience. Our menu is what keeps customers coming back and sharing with their friends! Your job will be to make our House-made Teleo Bagels, do your part in keeping the kitchen clean and organized, and communicating with the kitchen manager. You are asked to walk into every shift with a humble heart and have integrity in everything you say and do.

Values Here at Teleo

- We value each and every person for who they are, even if they believe things differently than you do, act differently than you do, or have a background different from you.
- We treat people with respect and kindness even in corrections and disagreements.
 - Communication, serving, humility, etc.
- Excellence Honors God and Inspires People
 - Excellence is not perfection. Excellence is giving your job your whole heart to the best of your ability. People see this effort and it inspires them to do the same and it is also honoring and pleasing to God.
- We strive for honesty and integrity
- Integrity in your job and the actions that you choose

Roles

- Start your shift by going to the shop and grabbing ingredients if needed
- You will then head to the commissary kitchen and start prepping bagels
- Shape the bagels according to the standards set by the Kitchen Manager
- Boil/Bake bagels and top with seasoning if applicable
- Bag bagels at the kitchen/put them in bagel containers
- Head back to the shop report to shift lead about what bagels if any are needed upstairs. If yes, FIFO bagels upstairs and bring the rest downstairs to put in the freezer.
- Place bagels in the freezer according to markings on the freezer, and then use expo marker to tally how many bagels you added to the freezer.

Expectations

- Must work a minimum of 18-20 hours per week
- We ask for flexibility when it comes to scheduling. We are a small team and so we ask for you to be willing to work with us on schedule. We will never schedule you outside of your availability, but the job does require early mornings.
- Along with flexibility in scheduling, be flexible and willing to cross-train with other positions in the kitchen ie. pastry chef, prep cook, and be willing to cover when necessary
- It will be your job to make sure that we are always stocked with extra for bagels at the shop
- You need to be able to handle a more physically demanding job. There are long hours on your feet and lots of moving!
- Show up to your shifts on time
 - If you are needing your shift covered, making sure that you take care of it
- Supporting your team through uplifting communication and encouragement
- You need to have caught up on texts while you were gone before you come in for your shift
- Must attend all team meetings and Teleo Birthday Party:
 - There will be one Sunday per year that you will be asked to work. This is the birthday weekend for Teleo (August 11th or around that date). This is a large birthday event with many vendors and it is a required event for everyone to work both kitchen and shop.
 - All team meetings happen twice a year and it is required that you attend.