



Job Title: Front Of House Assistant

Company: Bella Christie's

Location: Aspinwall

Job Type: Part-Time 20- 30 hours per week

Pay: \$16.00 an hour

Job Description:

We are looking for a friendly and energetic Front of House Assistant to join our team. In this role, you will be the face of our bakery, providing excellent customer service, taking orders, assisting with order preparation, and ensuring a welcoming environment for our guests. The ideal candidate is a team player who is passionate about hospitality, enjoys interacting with customers, and is committed to maintaining high standards of service and presentation.

What You'll Do:

Customer Service & Front of House Support

- Greet customers warmly, take orders, and answer inquiries with a helpful attitude while maintaining a clean and organized store front.
- Maintain a professional, welcoming environment for customers, ensuring satisfaction and efficiency.
- Assist with order preparation and ensure timely service.
- Showcase your creativity by designing beautiful packaging and creating visually inviting displays.

Catering Support

- Assist with catering events while working closely with the catering team members, kitchen staff and event coordinators.
- Support timely and accurate delivery of catering orders to clients and event venues.

Food Safety and Sanitation:

- Follow food safety and sanitation guidelines strictly, adhering to all health and safety regulations.

Cleaning and Maintenance:

- Keep the front-of-house area clean and organized, including dining and service areas.
- Wipe down counters, sanitize surfaces, and restock necessary supplies.
- Sweep, mop, and maintain a tidy environment to ensure a welcoming atmosphere.

Inventory Management:

- Monitor front-of-house supplies, including packaging, utensils, and service essentials, to ensure everything is fully stocked.



- Restock and organize display cases and service areas as needed.
- Track inventory levels and notify the team when supplies need replenishing.

Why Join Us?

This is a stable part-time position with the opportunity to learn and grow in a supportive team. If you have a passion for customer service, we invite you to apply and bring your skills to our bakery family!

Qualifications:

Education: High School Diploma

Experience: Event planning or catering coordination

Skills:

- Strong customer service skills with the ability to communicate effectively with team members and customers.
- Exceptional organizational and multitasking abilities
- Enthusiasm for interacting with people of all ages.
- Ability to work independently and as part of a team.
- Ability to work efficiently in a fast-paced environment while maintaining attention to detail.
- Reliability and punctuality.
- English fluency required

Preferred Qualifications:

- Previous experience in a similar role is a plus but not required.
- Knowledge of food safety practices is an advantage.
- Valid Driver's License
- 21yrs or older
- Able to lift 50lbs
- Weekend availability

How to Apply:

Apply today by visiting <https://bellachristies.com/> and clicking on the Employment Tab to apply.