



**Job Posting**  
**Little Somethin Café**  
**Customer Service Intern**

The Sinneave Family Foundation (“Sinneave”) is dedicated to building successful futures for adolescents and adults living with Autism Spectrum Disorders (autism). We are looking for an enthusiastic Intern to join our team at the Little Somethin’ Café. This unpaid internship is an opportunity for a mature, motivated, organized and responsible individual on the autism spectrum to experience part-time work and develop job skills in a controlled and supportive environment.

*This is an unpaid Internship that runs for 4 hours per day, 3 days per week for 4 weeks.*

*At the end of the 4 week period there will be an opportunity for a paid internship for up to 6 months if all job responsibilities are met followed by a referral to a community based employment/job coaching agency.*

**Key Responsibilities**

The role of Cafe staff entails carrying out day-to-day operations of the café that include:

- Understanding café procedures and rules
- Café Laundry
- Stocking food/ materials
- Heating up soup
- Pricing items
- Wiping tables and counters
- Running cash register and debit machine
- Customer service (i.e., polite customer interaction, helpful, attentive)
- Hot beverage preparation (i.e., tea and coffee)
- Safety (i.e., fire or emergency evacuation plan)
- Washing dishes
- Emptying coffee
- Taking out the garbage
- Sweeping
- Mopping

- Checking for appropriate temperatures of freezer, fridge, and front display
- Managing fresh and frozen products
- Inventory needs
- Studying food safety material
- Locking up café
- Cash reconciliation

## **Requirements**

- Have the ability to verbally communicate politely with customers
- Able to follow instructions
- Have basic math skills, (accurately count money).
- Able to prepare coffee, tea and soup.
- Able to count inventory and assign prices to incoming food from caterers.
- Have the ability to clean the café and seating areas
- Able to be on time and work for both the 9:00 am to 1:30 pm and 11:00 am to 4:00pm shifts.
- Experience interacting with customers is an asset.

Please submit a resume and cover letter by e-mail to [norm.lepitre@sinneavefoundation.org](mailto:norm.lepitre@sinneavefoundation.org); include names and contact information of 2 references.