



10:31 Coffee

Application for Employment 2018-2019

10:31 Coffee, in conjunction with Phi Beta Lambda, aims to prepare you for real-life experience and professional development through this application process.

Mission Statement

10:31 Coffee will be managed with a high level of professionalism keeping ethical and Christian values a top priority, which will reflect the overall atmosphere found at Concordia University and positively impact all who visit.

10:31 Coffee, Concordia University, NE is an organization run by PBL, Phi Beta Lambda. Employees will be required to maintain a clean and functional business, providing coffee to the student body, visitors, and faculty while efficiently carrying out the following responsibilities:

Job Description & Responsibilities:

- Position: Barista
- 10:31 prides itself on customer satisfaction. The drinks we make are of top quality and baristas are trained to provide excellent quality. Baristas at 10:31 are required to attend all training sessions and meetings, be communicative with one another and managers, and be friendly and accommodating to customers and abide willingly to all items in employee handbook.

Basic Duties:

- Product knowledge
- Friendliness and excellent customer service
- Preparing orders in a timely manner
- Handling cash, taking responsibility for all money exchanges during your shift
- Alerting manager(s) of low inventory in a timely manner
- Open communication with manager(s)
- Maintaining overall store appearance
- Willingness to work any and all shifts available if your class schedule allows it
- Completing maintenance and routine procedures assigned during shift
- Opening and/or Closing duties (if applicable)
- Duties on task list, time permitting
- Other duties as assigned by managers

10:31 Coffee Application Form

APPLICANT INFORMATION									
Last Name		First		M.I.	Birth Date				
Street Address					Apartment/Unit #				
City			State			ZIP			
Phone			CUNE E-mail Address						
Semester for Which Applying		J Number							
Position Applied for									
Are you a PBL member?		YES	NO	Are you interested in joining PBL?		YES	NO		
Are you a citizen of the United States?		YES	NO	If no, are you authorized to work in the U.S.?		YES	NO		
Have you ever worked for this company?		YES	NO	If so, when?					
Have you ever been convicted of a felony?		YES	NO	If yes, explain					
CURRENT EDUCATION									
Year & Expected Graduation			Major						

PREVIOUS EMPLOYMENT									
Company							Phone		
Address							Supervisor		
Job Title			Starting Salary		\$	Ending Salary		\$	
Responsibilities									
From		To		Reason for Leaving					
May we contact your previous supervisor for a reference?			YES	NO					
Company							Phone		
Address							Supervisor		
Job Title			Starting Salary		\$	Ending Salary		\$	
Responsibilities									
From		To		Reason for Leaving					
May we contact your previous supervisor for a reference?			YES	NO					
Company							Phone		
Address							Supervisor		
Job Title			Starting Salary		\$	Ending Salary		\$	
Responsibilities									
From		To		Reason for Leaving					
May we contact your previous supervisor for a reference?			YES	NO					

Disclaimers and Signature

- I certify that my answers are true and complete to the best of my knowledge.
- Students are only allowed to work on campus 20 hours per week (1000 hours per calendar year). How many combined hours per week of OTHER on campus jobs will you be working in the Fall Semester? _____
- Please note: Duration of employment generally lasts for the academic year for which you are applying. All employees wishing to continue working for 10:31 Coffee the following academic year must re-apply for the position by filling out an application for employment.
- If this application leads to employment, I understand that false or misleading information in my application or interview may result in my release.
- Please turn in your completed application, resume, cover letter, letter of recommendation, and all class/activity/athletic schedules by **Wednesday, April 11, 2018 (12PM deadline)** via campus mail to 10:31 Coffee.

Signature

Date

Please direct any question or concerns to:

Annie Schmidt, 970-319-1911, annie.schmidt@cune.org

Matthew Goltl, 316-204-8393, matthew.goltl@cune.org