

2017–2018 APPLICATION MUIR WOODS COFFEE HOUSE

Attached is the application for 2017-2018 Muir Woods Coffee House barista positions (also known as Muiristas). When submitting application (page 2) packet, please *keep this sheet* (page 1) for reference.

Muir Woods strives to provide a positive customer experience and high quality product. Muiristas work to embody individuals from all backgrounds, interests, and places in life and create the opportunity to make unexpected connections. The Muir College Center is a space run by students for other students and the larger Muir/UCSD Community.

Under general supervision, Muiristas assist in the operation of the Muir College Center and the Muir Woods Coffee House. Duties include handling cash and a cash register, stocking, inventory, interfacing with customers and daily cleaning of equipment and the store. Muiristas will be trained to make various types of coffee and tea beverages and distribute pastries in accordance with safe food handling practices.

Muir Woods Coffee House is open Monday-Friday 7:30am-9:00pm, so work schedules will be between Monday-Friday, 6:45am-10:00pm, with occasional weekend hours. Muiristas are expected to work between six and ten hours per week.

Selection process will take place during spring quarter with staff positions announced in May.
To apply:

1. Complete application, including cover letter based on given prompt
2. Attach a copy of your résumé, listing two references (name, relationship, contact info)
3. Submit entire Application Packet to Middle of Muir desk by Thursday April 20th at 4:00pm.
4. Application packets will be reviewed.
 - *IF SELECTED, you WILL be contacted via your UCSD email to schedule an interview. It is your responsibility sign up at the MOM Counter for an interview date and time before the specified deadline; missed interviews cannot be rescheduled. Some applicants may be asked to participate in a secondary interview
 - **IF NOT selected for an interview you WILL be notified via your UCSD email.

IMPORTANT INFORMATION

1. Jobs are for the 2017-18 Academic Year: starting work in September 2017 (UCSD Welcome Week/Move-In, Sept 23/24) and concluding in June 2018.
2. College Center and Coffee House training for Muiristas will be held mid-late September (TBD, likely 18th – 22nd). This is a MANDATORY, paid training.
3. It is highly recommended, but not required, that MOMers attend the Muir Spring Leadership Retreat, Saturday May 20th
4. During Spring 2017 Weeks 7-10 there will be opportunities for new hires to job-shadow current Muiristas. This unpaid, on-the-job training is not mandatory but is greatly encouraged, extremely useful and very fun.

[KEEP THIS PAGE]

**MUIR WOODS COFFEE HOUSE
2017-2018 MUIRISTA APPLICATION**

Name (as officially listed for UCSD): _____ ...but you can call me... _____

PID: _____ College: _____ Current Address: _____

Phone: _____

E-mail: _____@ucsd.edu Y / N Are you eligible for work study? (*not required*)

☐ I have previously worked as a barista,
at _____

☐ I am interested in applying for the co-manager position.
(*previous employment at Muir Woods Coffee House required*)

Your Application Packet should include this information page, your résumé, and a Cover Letter based on the following prompt:

What skills and knowledge are required to work at Muir Woods Coffee House? What unique talents and characteristics would you bring to the position of Muirista?

Please return the completed Application Packet to the Middle of Muir desk at the Muir College Center on or before **Thursday April 20th, 2017** by 4:00pm.