

## 2024 Intermediate Category Job Description

Clover Coffee Company  
4444 Clover Road  
Clover City, OH 12345

**Contact:** Chris Clover

**Position:** Coffee Bar Attendant

**Position Overview:** Clover Coffee Company is seeking a motivated and friendly individual to help us serve the best brew in town. No previous experience in the food or beverage industry is required. Duties would include preparing customers orders which includes coffee drinks and preprepared packaged food items. Friendly and able to interact with others in a positive manner is a must. Attendant would also assist in bussing tables, making signs, and ensuring front of the house inventory is stocked.

### **Essential Job Functions:**

- Brewing Coffee
- Preparing drinks according to orders
- Providing excellent customer service
- Working as part of a team to efficiently fill orders

### **Other Necessary Skills:**

- Detail oriented
- Good in a fast-paced environment
- Relationship oriented
- Social Skills
- Teamwork

Eligibility: Intermediate

## 2024 Intermediate Category Job Description

Clover Landscape Co.  
4444 Clover Road  
Clover City, OH 12345

**Contact:** Chris Clover

**Position:** Landscape Laborer

**Position Overview:** Clover Landscape is looking for individuals to join the team as a Landscape Laborer. We are a year-round landscape company that offers seasonal yard maintenance including snow removal, mowing and trim work; landscaping (planting flowers; weeding flower beds); full yard clean-ups; leaf removal. Laborers will work under the supervision of a team lead and asked to help with any work at the location. You must be comfortable operating lawn maintenance equipment, such as lawnmowers, trimmers, and blowers. Training is available for those who are willing to learn and follow directions. Our team works in various types of weather conditions and across varying terrain.

### Essential Job Functions

- Be on time.
- Ability to operate different types of mowers, string trimmer, and other equipment. Training available
- Plan new flowers, bushes, plants, and decorative shrubs
- Rake fallen leaves and remove debris.
- Shovel snow
- Properly store and handle all equipment.

### Other Necessary Skills

- Responsible
- Able to work as a team and alone.
- Communication
- Must have reliable transportation.
- Able to stand, bend, and squat for extended periods and lift up to 40 pounds.

Eligibility: Intermediate