

Ministry Support Staff Job Description

Café Manager

General Personal & Spiritual Qualifications

1. Profess personal faith in Jesus Christ.
2. Model biblical integrity in all things. (Titus 2:7-8)
3. Model biblical community in relationships as described in the “one another” commands in Scripture.
4. Support a multi-staff and multi-cultural team ministry.
5. Understand and be willing to submit to Village’s Doctrinal Statement, Church Covenant, Mission Statement, Position Statements, and Policies.

Job Specific Qualifications

1. Personable and friendly. Good customer service skills. Experience in creating and providing a warm atmosphere to customers.
2. Knowledgeable in preparation of all types of coffee drinks and light snacks/food.
3. Previous supervisor or managerial experience.
4. Be a self-starter, and able to work with minimal supervision.
5. Previous café/barista and food handling experience.
6. Previous money handling, budgeting, and purchasing experience.
7. Creative mindset for developing new products, drinks, or drink specials.
8. Organization skills and ability to get all tasks completed in the allotted weekly hours.

Primary Job Responsibilities

1. Manage a café that highlights a missional, multicultural community in Christ.
2. Recruit, hire and manage all paid baristas.
3. Run Village Café orientation for new baristas (both volunteer and paid) and maintain Village Café Handbooks.
4. Ensure all baristas (both volunteer and paid) have Oregon Food Handlers card and ensure safety guidelines are followed.
5. Ensure café opening and closing procedures are followed consistently.
6. Oversee restocking by vendors and any other purchases needed.
7. Set, evaluate, and adapt the menu and prices in collaboration with relevant church staff and advisors.
8. Manage all catering orders for events and ministries ordering through the café.
9. Work with relevant staff and volunteers to manage funds for the café.
10. Manage all communications, advertising, and marketing issues in cooperation with relevant church staff and/or volunteers.
11. Be available to assume any role assignment directed by supervisor as need arises.

Relationships

1. Reports to the Senior Director of Integration.
2. Receives an annual review from the Senior Director of Integration according to the review policy established by the Personnel Commission.