



## MINISTRY DESCRIPTION

<b>Position Title: Café Associate</b>	<b>Department: Hospitality</b>
<b>Reports to Position Title: Director of Hospitality</b>	<b>Revised: 04/02/2018</b>

- |  |  |   |
|--|--|---|
| <input type="checkbox"/> Full-time           | <input checked="" type="checkbox"/> Part-time  | <input type="checkbox"/> Contract                             |
| <input type="checkbox"/> Exempt              | <input checked="" type="checkbox"/> Non-exempt |   |
| <input type="checkbox"/> Pastoral Ministries |  | <input checked="" type="checkbox"/> Administrative Ministries |

### POSITION SUMMARY:

Creates a welcoming, comfortable environment for customers visiting the Grace Café by providing fast and friendly customer service, displaying food in a creative, clean, and safe environment. Receives orders and collects payment from guests at the point of sale, prepares coffee and food. Works with the Director of Hospitality to hire, train, schedule, and manage Sunday and Event part-time staff and volunteers.

### GENERAL QUALIFICATIONS:

1. Exhibits a meaningful and growing personal relationship with Jesus Christ as Lord and Savior as evidenced by the manifestation of the fruit of the Holy Spirit.
2. Has a commitment to personal and active participation in the fulfillment of the Great Commission. (Matthew 28:18-20)
3. For Pastoral Ministries Staff positions, the staff member is willing to become a member of Grace Church, regularly and consistently attending the weekend worship services and participating in the life of the church.
4. Has demonstrated skills in relating to and working with people, especially volunteers, church staff, the congregation and others, within a team environment.
5. Has demonstrated a spiritual capacity and heart willingness to view this ministry as being a ministry unto the Lord, by serving the body of Grace Church.
6. Compatibility with the Grace Church Mission, Vision, Values, and Priorities and a lifestyle appropriate to a person in Christian ministry.
7. Has a commitment to prayer, as evidenced in both corporate and personal prayer times.
8. The staff member agrees to abide by the staff handbook.

### MINIMUM REQUIREMENTS/QUALIFICATIONS:

Minimum years of relevant experience: 1

1. Education: N/A
2. License/Ordination: N/A
3. Knowledge areas: Food Service/Coffee Shop Management/Customer Service/Team Lead
4. Flexibility for evenings/weekends:  Yes       No
5. Computer applications:  
     Level:  Expert       Intermediate       Novice/Beginner
6. Communications:  
      Public Speaking       Writing       Telephone  
      Small Groups       Counseling
7. Management/Leadership Experience: Yes
8. Other Skills: Proficient at multitasking

**SPECIFIC QUALIFICATIONS, PRINCIPLE DUTIES, AND RESPONSIBILITIES:**

1. Greets and interacts with the customers in a timely manner
2. Brews coffee, espresso, lattes, teas, and a variety of cold beverages using coffee equipment and other kitchen equipment
3. Performs various duties to assist in filling customer's orders, such as making smoothies and other cold drinks by using blenders and soda machines
4. Serves high quality food and beverage items including hot and cold drinks, soup, salads, bakery products, and prepared sandwiches.
5. Creates schedule for Café staff and volunteers for Sundays and Events
6. Works with the Director of Hospitality to recruit, train, and manage café staff and volunteers for Sundays and Events
7. Available to work in the Café when the weekday Café Manager is absent
8. Accepts payment from customers for all items sold
9. Keeps the café clean
10. Cleans and polishes utensils and equipment used in food and beverage preparation
11. Cleans tables as needed
12. Operates the register by opening and closing the cash drawer, counting money, and completing the Sunday sales report
13. Manages and executes all sides jobs and any checklists
14. Maintains a clean area around the point of sale and guest area
15. Performs additional duties as needed

**REPORTING RELATIONSHIPS/NUMBER POSITIONS SUPERVISED:**

<b>Position Titles of Direct/Indirect Reports</b>	<b>Direct</b>	<b>Indirect</b>
Grace Café Staff	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Grace Café Volunteers	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<b>Total Direct:</b>	<input checked="" type="checkbox"/>	<b>Total Indirect</b> <input type="checkbox"/>

**COMPLETED BY:**

Supervisor (Print) Julie Johnson

Signature: \_\_\_\_\_

Date:

**APPROVED BY:**

Department Head: Sam Houston

Signature: \_\_\_\_\_

Date:

**REVIEWED BY STAFF MEMBER:**

Name:

Initial:

**REVIEWED BY HR:**

HR Representative (Print)

Initial:

**POSITION DESCRIPTION IS NOT LIMITING, BUT SERVES AS A GUIDE FOR PRIMARY RESPONSIBILITIES**