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| ../Documents/The%20House/Website/Logos/TheHouse_logo_circle_gray.jpg | **AM Coffee shop and Hospitality JOB DESCRIPTION** |

**POSITION TITLE:** Hospitality and Coffeeshop Manager **EMPLOYEE:**

**REPORTS TO:** Lead Pastor **SUPERVISOR:**

**SUPERVISES:** MinistryVolunteers

**EMPLOYMENT CLASSIFICATION:**

1. **Job Category:** Ministry Support
2. **Continuity:** ● Regular ○ Temporary
3. **Fiscal Year:** ● 12 Month ○ 8 Month
4. **Work Arrangement:** ○ Full Time ● Part Time **Hours per Week: approx. 12**
5. **Compensation:** ○ Salary ● Hourly $\_\_\_\_ per hour.

 **ROLE SUMMARY:**

The primary purpose of this role is to provide oversight to the coffee shop operations for the Sunday morning services as well as overseeing the food and hospitality operations at The House.

**POSITION REQUIREMENTS/QUALIFICATIONS:**

1. **Education & Experience**
* Post-secondary education
* Experience with commercial food prep
* Food safe certified level 1
* Church ministry experience
* Current criminal record check
1. **Competencies (Skills, Knowledge, Abilities, Training)**
	* Ability to create a sense of community and build relationships with other team members
	* Ability to recruit and train volunteers
	* Strong communication and people skills
	* Passionately lead by example and provide oversight and care for all areas of a healthy ministry
	* Knowledge of coffee shop equipment and systems
	* Food service skills; clean, organized, efficient, service based
	* Computer and admin skills (scheduling, etc)
2. **Commitment**
* Committed and mature follower of Jesus Christ
* Serve as an ambassador for The House; committed to living and promoting our Mission, Vision, Values, and Culture.

**KEY CONTACTS/RELATIONSHIPS:**

1. **Internal:** Pastoral Team, Ministry Team, Ministry Volunteers
2. **External:** Congregants, Suppliers and Vendors

**POSITION AUTHORITIES:**

1. **Expense:** Approve individual expenses up to $500 authorized within annual department budget
2. **Custody:** Masterkey holder
3. **Systems:** Planning Center, Breeze

**KEY MANDATED RESPONSIBILITIES:**

* *Act as the* ***Manager*** *of all* ***Sunday AM coffee shop*** *related duties.*
	+ Oversee all practical aspects of weekly coffee shop operations
	+ Contribute to cleaning as required. (garbage’s, floors, wipe tables, dishes, etc.)
	+ Serve and ensure co-ordination of food for the Sunday AM worship arts teams
	+ Schedule and manage volunteers on planning center
	+ Connect with PM coffee shop coordinator to ensure sufficient supplies and logistics
	+ Provide basic equipment maintenance and QA processes and report needs to lead pastor
* *Act as the* ***Supervisor*** *of* ***Hospitality*** *and* ***Kitchen operations*** *at The House*
	+ Serve as main contact with Interior Health and ensure proper records and protocols are in place
	+ Look after inventory management for food and kitchen supplies
	+ Create systems and standards to ensure the kitchen operates smoothly
	+ Build a team of volunteers to manage and facilitate events needing hospitality services
	+ Ensure soup is provided for the student lounge Mondays and Tuesdays September - April.
	+ Communicate and support other ministry leaders, affinity group leaders, special events, etc as per the schedule demands.
* Serve as a ***key member of the Ministry Team***, acknowledging at times we all support one another and work together in areas that are outside our direct and regular responsibilities
	+ Participation in Ministry Team meetings, Prayer Nights, Special Events, etc.
	+ Sunday Ministry Involvement
	+ Care for people as an extension of the Ministry Team.
* Complete other duties as assigned by the Pastoral Team

**KEY PERFORMANCE EXPECTATIONS & GOALS:**

* Ensure all aspects of providing a first-rate experience in the Coffee Shop
	+ Including proper supply levels, equipment care, cleanliness, and Interior Health standards.
* Ensure that Volunteers are equipped, encouraged, and cared by providing relational connection, efficient systems, skills training, and clear and timely communication.
* Participate in leadership meetings for The House.
* Strategize with Pastoral Team on ways we can be more effective.
* Ministry involvement with other aspects of the church community (Sunday and people connections)
* Ensure assigned administrative tasks are carried out in an efficient and timely matter.
* Take care of your spiritual life and personal life to ensure you’re healthy for church ministry.
* Serve as an influencer in the overall ministry of The House. Display a care, concern, and willingness to do what it takes to see our church community healthy and strengthened.
* As a person serving in leadership and receiving financial compensation all paid staff are expected to set the example in financially supporting the ministry of The House

**Annual**  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Acknowledgement:** Employee Supervisor Date