

# JOB

# DESCRIPTION



28986 SE Haley Rd Boring, OR  
97009

P: 503-663-5050

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<b>POSITION TITLE:</b>	Café Manager
<b>DEPARTMENT:</b>	Connect
<b>SUPERVISOR:</b>	Connect Director
<b>TIME COMMITMENT:</b>	15-20 hrs/week
<b>CLASSIFICATION:</b>	Non-Exempt PT Support Staff (-20 hrs/wk -1000 yr) <b>7N</b>

## POSITION PROFILE:

This position at Good Shepherd Community Church exists to support the Connect ministry by coordinating the Common Ground Café & Bookstore volunteers, managing and ordering inventory and maintaining cleanliness of facility. Schedule will include weekends, weekdays, and evenings.

## SKILL SET:

- Strong verbal and written communication
- Detail oriented
- Problem solving
- Strong people skills
- Proficient in the use of all equipment and technology
- Able to recruit and train
- Knowledge in making beverages
- Cash management
- Lifting up to 30-40 pounds
- Transportation for shopping

## EXPERIENCE QUALIFICATIONS:

- Two plus years volunteer management
- Two plus years barista experience

## DUTIES & RESPONSIBILITIES:

- Volunteer Coordinator
  - Recruit volunteers. Manage training, scheduling, and team placement
  - Work closely with team leaders to provide support and tools for leading their teams
  - Ensure all team members follow church policies (Safe Kids training, background checks, state health and safety standards and GSCC kitchen usage)
- Order Management
  - Weekly inventory/order management with vendors (Groundworks, Smart FoodService, book vendors and bank)
  - Take inventory each week and rotate product to make sure proper inventory is available
- Cleanliness Standards
  - Oversee regular cleaning processes for equipment and service area
  - Coordinate routine deep cleaning for equipment and service area
  - Communicate closely with Building & Grounds regarding any additional room cleaning
- Financial
  - Cash management

- Budgeting
- Weekly/monthly cash flow reconciliation
- Train volunteers on GSCC cash management and deposit paperwork

**SPIRITUAL RESPONSIBILITIES:**

- Exhibits an authentic relationship with Jesus made evident by a Christ-following lifestyle.
- Ensure that all actions performed within the context of this job position accomplish and further the mission, vision, and values of Good Shepherd Community Church
- Adhere to the Statement of Faith as established and approved by Good Shepherd Community Church elders

**ADDITIONAL NOTES:**

- Regularly attend Good Shepherd Community Church
- Complete Ministry Certification, which will include a criminal background check, as part of hiring process
- Willing to get Oregon Food Handler Certification within two weeks of hire

**DISCLAIMERS:**

Other duties may be added or changed as needed. This job description does not constitute a contract for employment

APPROVED BY:	<b>Todd Lindley</b>	DATE:	<b>05/17/23</b>
REVIEWED BY:	<b>Tanya Atkins</b>	DATE:	<b>05/17/23</b>