

# JOB

# DESCRIPTION



28986 SE Haley Rd Boring, OR  
97009

P: 503-663-5050

F: 503-633-7760

<b>POSITION TITLE:</b>	Coffee Shop Team Lead
<b>DEPARTMENT:</b>	Connect Ministry
<b>SUPERVISOR:</b>	Connect Ministry Director
<b>TIME COMMITMENT:</b>	10-15 hrs/week, hours negotiable
<b>CLASSIFICATION:</b>	Non-Exempt PT Support Staff (-20 hrs/wk) <b>7N</b>

## POSITION PROFILE:

This position at Good Shepherd Community Church (GSCC) exists to support the Coffee Shop Ministry by supporting the manager and volunteer teams with the daily operations of Common Ground Coffee Shop & Bookstore. This role is designed to provide stability to each team by maintaining composure and leading by example the qualities of customer service, preparing quality beverages, and maintaining a clean workspace. Schedule may include weekends, weekdays, and evenings.

## SKILL SET:

- Strong customer service and people skills
- Proficient in the use of all coffee shop equipment and technology
- Knowledge of making quality beverages
- Cash handling ability
- Lifting up to 30-40 pounds

## EXPERIENCE QUALIFICATIONS:

- Common Grounds volunteer knowledge and experience
- Barista experience

## DUTIES & RESPONSIBILITIES:

- Support Coffee Shop Manager in training and scheduling of volunteers
- Work with teams and fill in where needed
- Follow church policies (Ministry Certification, state health and safety standards, and GSCC kitchen usage)
- Assist Manger with ordering
- Take inventory each week and rotate product to make sure proper inventory is available
- Reinforce and follow cleanliness standards
- Perform regular cleaning processes for equipment and service area
- Deep clean and organize equipment and service area
- Follow GSCC cash handling procedures
- Check change and deposit tips weekly

## SPIRITUAL RESPONSIBILITIES:

- Exhibits an authentic relationship with Jesus made evident by a Christ-following lifestyle.
- Ensure 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>07/17/2023</b>
REVIEWED BY:	<b>Tanya Atkins</b>	DATE:	<b>07/17/2023</b>