

**BLACK ROCK CHURCH
JOB DESCRIPTION**

JOB TITLE: Café and Kitchen Manager

JOB DESCRIPTION DATE: 06/29/2021

JOB REPORTS TO: Pauline Santos Passley

JOB CLASSIFICATION: Full-Time ___ Part-Time X Volunteer ___ Temporary ___

THE JOB:

The Café & Kitchen Manager upholds the hospitality umbrella of the Serving Ministry and its mission to host our guests and attendees well. He/she will create an atmosphere where people are shown love, are enabled to build community and are encouraged to grow in their relationship with Christ. The Café Manager will create this atmosphere by recruiting and training volunteers to provide quality Café services.

WHO WE'RE LOOKING FOR:

- Ability to recruit and train volunteers
- Great interpersonal and communication skills
- An appreciation for teamwork and interdepartmental collaboration
- Strong organizational skills
- Prior experience in food services in a managerial position preferred
- Ability to manage budgets and build efficient processes for preparing and serving food
- A person who agrees with Black Rock Church's Statement of Faith and lives out our Lifestyle Statement.

THE WORK YOU'LL DO:

On Sunday mornings:

- Develop volunteers to grow in their hospitality of those who attend our services
- Encourage Café volunteers to get to know the people they serve and start spiritual conversations
- Train and empower developing leaders serving in the Café
- Collaborate with teams such as Greeters and Guest Connections to host attendees well
- Oversee the preparation of menu items on Sunday according to health and quality guidelines
- Secure all cash and balance registers at close of Café
- Ensure Café is cleaned prior to and upon departure on Sunday afternoon

During the week:

- Recruit, train, and supervise Café volunteers to be hospitable of those who attend our services
- Prepare weekly volunteer schedules and communication via Realm
- Create and oversee Café menu
- Manage Café budget and Point of Sale systems
- Order food and paper goods for the Café, Staff Break Room and Serving Lounge
- Oversee Kitchen organization and cleaning to ensure proper use by staff and ministries
- Communicate with Facilities Department to oversee the use of the kitchen

The above statements are intended to describe the general nature of this job and the level of work performed in this position. This position will be required to perform other job-related duties as requested/required by their Supervisor. Hours will also be flexible with special projects and as the Church grows, this position and its duties may change.

THE BIGGER TEAM YOU'LL JOIN:

The Café Manager will be a part of the Serving Ministry, supporting its mission to follow Jesus' example of service to others. She/he will invite volunteers and those who attend our worship services to carry conversations in our café area that foster their relationship with Jesus and the Black Rock community.

