



Café & Coffee Bar Manager

Hello! Welcome! Our vision for The Hub is to be the connecting point of The Grove Community Church! As part of our Hub Ministry vision we are expanding and taking our café to the next level. The Café & Coffee Bar Manager oversees employees and volunteers, as well as organizational details for The Hub to ensure everyone who comes onto our campus feels the love of Jesus.

Reports To: Hub & Events Ministry Director

Works with: Events Team, Hospitality Ministry, Facilities staff, Volunteers, Guests

Works: 28 hours per week, weekends required, hourly

Administration – 50%

- Schedule and train all employees & volunteers for café.
- Inventory management.
- Receive orders.
- Utilize POS System for tracking inventory and sales; count cash at end of day.

Management – 40%

- Supervise all staff and volunteers.
- Ensure all food safety procedures are strictly adhered to according to code.
- Assist with food preparation when needed.
- Ensure proper cash handling procedures are followed.
- Maintain safe working conditions.
- Continually improve café & coffee bar processes.
- Implement strategies to grow and develop the staff.

Other – 10%

- Attend bi-weekly team meetings; facilitate meetings as needed.
- Attend church all-staff meetings, devotions and trainings.

*Before submitting a resume and cover letter, please read The Grove's **Statement of Faith**. All applicants confirm they have reviewed and are in full agreement with each part of the Statement of Faith. Submission of a resume and cover letter constitutes an affirmation of alignment with The Grove's Statement of Faith.*