



## Hub Shift Supervisor

The ministry of The Hub café and catering is to build community at The Grove through amazing food and service. This team keeps an inviting environment for church guests in the food and drink service area. The Hub Shift Supervisor focuses on leading the Hub team to manage day to day tasks in both the Café and Coffee Bar.

Reports To: Hub Café & Coffee Bar Manager  
Works with: Hub Café and Coffee Bar Manager, Barista employees and volunteers  
Works: Part-time, hourly, 15–20 hours per week, including evenings and weekends

### Employee and Volunteer Supervision – 25%

- Support Hub Ministry Director and Hub Manager in supervising staff; assign duties and oversee performance.
- Assist in training new employees and volunteers.
- Ensure all personnel follow food safety procedures.

### Inventory Management – 25%

- Track inventory of products and supplies.
- Receive Hub orders when management is off campus.
- Restock Coffee Bar supplies as needed.

### Lead Barista – 40%

- Prepare drinks.
- Clean and maintain equipment.
- Maintain cleanliness of Café and Coffee Bar inside and outside areas.
- Provide amazing customer service.
- Receive sales at coffee bar.
- Manage cash and count registers.

### Other – 10%

- Work with management on sales, promotions and special events for the Hub.
- Manage coffee hours for outside events as needed.
- Attend team meetings, all-staff meetings, staff devotions, and trainings.

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