

Job Profile

The Café is a gathering place for Berean FaithFamily to connect and enjoy fellowship. It also functions as a book and logo merchandise outlet. The Café Supervisor works at the Burnsville campus and will have oversight of the campus Cafés. This is a part time non-exempt (hourly) position averaging 16 hours per week.

Job Responsibilities

Essential duties:

Maintain standard operating practices and food and beverage preparation guidelines
Ensure all volunteers are trained on use and operation of all equipment and standard operating practices

Recruit and train with Café volunteers

- Beverage making procedures
- Food handling procedures
- Handle the cash register and manage cash receipts for secure, timely deposit
- Guest services
- Cleaning and sanitation procedures

Keep the Café in good working order

- Maintain the working order of the equipment
- Maintain accurate inventory of all equipment
- Maintain appropriate inventory of food, coffee and tea products
- Coordinate with Facilities Supervisor to order cleaning supplies needed for the Café
- Ensure the cash register and credit card systems are operational

Purchase food and beverage supplies - maintain inventory of items in pantry, refrigerator and freezer and Café storage

Uphold appropriate licenses and operational standards

Maintain appropriate supplies for all events (this includes those needed in the staff kitchen and community kitchen).

In addition to scheduling Café service during Wednesday evenings, Saturday evenings and Sundays, ensure it is open for all church events and, as needed, for special occasions

Maintain inventory and display of books/resources and logo merchandise housed in the Café

Maintain the budget, receipts and expenses in coordination with Finance

Ensure signage – permanent and event – is accurate

Other duties:

Oversee Cafés at other campuses through meetings, visits, and observation of their inventory and financial data

Assist with food and beverage service at special events

Cash Management of Café receipts

Cross-train and be able to full in for the Catering Kitchen Supervisor

Knowledge, skills, and abilities

Demonstrate a servant's heart

Experience managing a food service, coffee shop and/or special events function that included food preparation and service

Barista or beverage maker experience is desired

Must have a Food Safety Manager certification

Work Conditions

Must be able to spend hours at a time on feet – standing and moving around building

Must be able to lift and carry 30 pounds – boxes of food items, coffee, and paper goods

This role will require flexibility to work evening and weekend hours; hours will flex seasonally

Must be comfortable driving between campuses

This job description in no way states or implies that these are the only duties to be performed by this employee. He or she will be required to follow any other instructions and to perform any other duties requested by his or her supervisor.