

ST. JAMES COFFEE

OPERATIONS MANAGER JOB DESCRIPTION

JOB SUMMARY

St. James Coffee is a unique response to the Church's call of the New Evangelization in that it brings the Church into the the world and into the everyday lives of its customers and the local community. It is a place where people encounter Jesus Christ through its products and the hospitality of its volunteers and staff.

The Operations Manager ensures that the coffee house is operating efficiently so St. James Coffee can effectively work towards its vision and achieve its initiatives.

RESPONSIBILITIES & DUTIES

- Pray for St. James coffee, its staff, volunteers, customers, and local community
- Manage weekly ordering, shopping and inventory
- Develop and maintain relationships with vendors/suppliers
- Research/develop and communicate products
- Develop marketing initiatives for Board approval
- Manage and maintain the point of sale software
- Ensure cleanliness being especially mindful of local restaruant code
- Reconcile financials
- Make deposits
- Work with Team Director to develop an annual operational budget
- Recruit volunteers
- Assist in training volunteers
- Encouraged to volunteer as an emergency sub

QUALIFICATIONS & SKILLS

- Organized and detail oriented
- Effective communicator
- Experience negotiating vendor contracts/product pricing
- Experience in marketing and social media
- Familiarity with, or desire to learn, Square point of sale software
- Familiarity with, or desire to learn, Quickbooks
- Familiarity with, or desire to learn, Google Apps (especially Drive, Docs, Sheets, etc..)
- Practicing member of and in good standing with the Roman Catholic Church
- Willingness to adhere to all that the Catholic Church teaches and holds to be true

ACCOUNTABILITY

This position is accountable to the St. James Coffee Team Director.