

Barista, Fellowship

Shepherd of the Valley Lutheran Church
Job Description

Status: Part-Time, Hourly

Budgeted Hours: Up to 6

Interim Supervisor: Office Manager

Reports to: Kitchen & Hospitality Coordinator

Accountable to: Office Manager | Executive Leadership Team

Our Vision: Shepherd of the Valley (SOTV) invites all people to experience the Welcome, Transformation, and Sending of Jesus Christ.

Our Mission: In community, we discover, grow, and live into our individual relationships with Jesus Christ. Four core ministries support this mission: Worship, Learn, Connect, and Care.

Purpose: The Barista will help provide support to the fellowship ministry during worship hours and possibly other fellowship events where coffee and snacks are provided. Energetic staff with a passion for serving others will work alongside volunteers and provide a welcoming environment.

Hours: There are not a guaranteed minimum or maximum number of hours with this position.

Qualifications:

- Valid ServSafe Certification, preferred
- Demonstrated work experience in coffee house / restaurant
- Demonstrated ability to excel in a fast-paced environment
- Demonstrated customer service / people skills
- Ability to work with a diverse population of people and needs
- Effective communication skills
- Effective organizational skills
- Ability to lift 40 pounds repetitively
- Successful completion of criminal background check as performed by SOTV

Expectations:

- Available to be scheduled in a rotation that includes Sunday mornings
- Take initiative and self-starter

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Responsibilities:

- A. Hospitality & Customer Service
 - i. Provide excellence in hospitality and customer service at all events
 - ii. Greets members, visitors, guests
 - iii. Maintain excellence in the appearance of the fellowship area at all times
 - iv. Answers questions

- B. Fellowship:
 - i. Properly grind and prepare coffee
 - ii. Fellowship set-up and clean-up
 - iii. Maintain bakery / fruit stations
 - iv. Ensure coffee and bakery / fruit stations stay filled through all shifts

- C. Maintain equipment
 - i. Follows proper operating and cleaning instructions
 - ii. Troubleshoots breakdowns
 - iii. Maintains supplies
 - iv. Performs preventive maintenance
 - v. Notifies Manager for repairs
 - vi. Collaborate with Coordinator / Manager

- D. Light-duty cleaning of kitchen(s) and fellowship area
 - i. Equipment and supplies
 - ii. Linens / laundry as needed
 - iii. Sweeping / mopping of work areas
 - iv. Follow recycle and trash procedures

- E. Supplies
 - i. Restock supplies
 - ii. Coffee, tea
 - iii. Creamers / sugars / stirrers
 - iv. Ensure proper signage in place

- F. Other duties / events as appropriately assigned

I. Administration

- A. Safety & Communications
 - i. Proper standards for safe work environment
 - 1. Participate in training(s) as deemed appropriate
 - 2. Provide training to volunteers as directed by coordinator
 - ii. Utilize Serv-Safe standards
 - 1. Maintain appropriate certifications and licensures as needed

- B. Inventory
 - i. Report any inventory needs to manager