



Job Title: Gathering Ground Café Shift Supervisor

Accountable To: Gathering Ground Café Manager

Purpose: The Gathering Ground Cafe exists as an area to develop the values of community and ministry for Central Wesleyan Church and not for achieving a profit.

Position Summary:

- Prepare and serve beverages and light snacks
- Develop community within the cafe
- Part time position / hours will vary

Typical Duties (not all of these responsibilities will be required regularly / but may be required occasionally):

Knowledge of Health Codes & Guidelines while working (SOPs)

- A. Knowledge and ability to follow the Café's SOPs
- B. Required notifications for health concerns to proper authorities
- C. Follow required procedures (record keeping / temperatures / etc.)
- D. Keep up certification with county (optional / but preferred)

Operate the café during your shift

- A. Work with volunteers
- B. Prepare the café to serve our guests
- C. Interacting with guests and volunteers
- D. Proper cleaning and sanitation for serving food and beverages
- E. Light cleaning and sanitizing of equipment and furnishings
- F. Serving beverages including espressos and coffee
- G. Preparing and serving snacks and sandwiches
- H. Restocking displays and dispensers as required
- I. Collecting money and balancing cash register at end of shift
- J. Closing of the café

Work Hours

- A. Hours will vary depending on work days and responsibilities
- B. Workdays are mutual agreed in advance with position

Physical Requirements

- Generally the job requires walking and standing
- Job is performed under some temperature and under some light hazardous conditions.
- You will may be required to sit, climb, balance, stoop, kneel, lift, crouch or crawl.
- While performing duties of this job, you will frequently be required to reach with arms, hands and fingers to handle, feel or operate tools and controls.

- You will be required to talk and hear while working.
- Hearing is required in the normal audio range with or without correction.
- Vision is required in a normal range with or without correction.
- The employee must occasionally lift and / or move up to 50 pounds and be able to lift 25 pounds repeatedly.

Qualifications and Performance Measurements

- Use of discernment and ability to apply common sense.
- Attentive to detail and accuracy especially dealing with food and money.
- Well organized.
- Quality use of time.
- Excellent communication and public relations abilities.
- Ability to assist and support others.
- Able to follow written and verbal instructions.
- Ability to see things out of the ordinary that require attention.
- Cooperative and willing to work with volunteers.
- High school graduate or equivalent.
- Have the attitude, do whatever I can to get it done.
- Have the gift of leadership.
- Willing to support the mission and goal of CWC.

Acknowledgements

- I understand that to be eligible for an interview and to be considered for possible hiring, I must meet the minimum position requirements.
- I have read and understand this job description and understand that the performance of the duties and responsibilities listed above will be the criteria against which I will be evaluated.
- I am aware that this job description is a broad overview of the job responsibilities and if selected for this position, I may be asked to perform additional responsibilities assigned by my supervisor or a member of the Management Team.