



# DOOR CREEK CHURCH

Changing lives to change the world

**Position Title:** Café Manager

**Reporting Relationship:** Guests Director

**Exempt Status:** Part-time, Non-exempt (15 hours/week)

**Objective:** Operate and maintain a Café that welcomes guests, builds community, is sustainable and supports Door Creek Ministry.

**Primary Responsibilities:**

- Invite, train, encourage and coordinate Café volunteer team
- Order and stock supplies
- Organize and maintain Café
- Menu and promotion of Café
- Balancing Register
- Develop and implement systems to operate Café
- Grow the café into provide income to support the mission of DCC.
- 3 hours on Saturdays, 4 hours on Sundays, other hours during the week are flexible

**Personal Qualifications:**

- Door Creek Church member who shares our values and vision for ministry and regularly nurtures their own spiritual growth
- Ability to work independently or as a member of a team
- Ability to multi-task and stay on track with regular interruptions
- Creative, detail oriented, flexible, and decisive with the ability to organize and coordinate work, set priorities, create and maintain systems, and motivate others
- Ability to maintain high standards of confidentiality with sensitive information.
- Demonstrated interpersonal, verbal, and written communication skills, including strong listening skills
- Helpful to have one or more of the following Gifts, Hospitality, Helps, Encouragement and/or Shepherding
- A learner who can find best practices for growing the business into thriving income producing ministry.

**Education and Experience** 2+ years' experience helpful in retail, building volunteer teams and/or beverage and food industry.

**Physical Demands** *Be able to stand for long periods of time, some lifting required*

*Church staff must have a faithful commitment to Jesus Christ and must demonstrate enthusiastic support of the Articles of Faith, Mission Statement and Core Ministry Values*

*This job description is intended to convey information essential to understanding the scope of the job and the general nature and level of work performed by job holders within this job. But, this job description is not intended to be an exhaustive list of qualifications, skills, efforts, duties, responsibilities or working conditions associated with the position.*