

Position summary

You are a member of an awesome team of people whose main goal is to serve members and first time guests hot beverage and baking that contributes greatly to making them feel welcome at Redwood Park Church. *“Always be eager to practice hospitality”* Romans 12:13

What do I do?

- You are strongly encouraged to come to our pre-service prayer time. We come to pray together to be empowered by the Holy Spirit so He can work in and through us in everything we do.
 - 1st service: 9 am in the Auditorium
 - 2nd Service: 11 am in the KitchenIf something unexpected comes up that prevents you from coming, please keep your commitment to serve by arriving at least 20 minutes before your scheduled shift.
- Serve people until the music for the first service begins. When the music starts close the Café and lock the cash drawer and put the baking behind the counter.
- Near the end of the first service (perhaps during the final song), return to the Café. Remain in the Café to serve people between services. When you hear the music start for the second service, close the Café and begin cleaning up.
- At the end of your shift, lock the cash drawer and give the key to Joelle. Wash out urns and baking display trays and return to their places. Put the milk and cream in the fridge. Put all the cups away in the cupboard. Wipe off counters and restock any necessary supplies.
- Punch all sales into the computer (Square) and place all money in the cash drawer.

Grinding and making coffee:

- Use the big coffee filters located in the top cupboard by the coffee machine. There is a scale on the microwave beside the coffee grinder. The coffee is in the Cafe cupboard below the cash drawer. Turn the scale on. Place the empty filter on the scale and fill it with coffee beans until the scale reads 180. Next, pour the measured coffee beans from the filter into the grinder. Close the lid. Place the blue juice container under the grinder spout. Press the green button to grind the coffee. Pour the ground coffee back into the filter. Place the paper filter full of ground coffee into the metal filter from the coffee machine and place the metal filter into the coffee machine. Make sure the coffee machine is on, the coffee urn is under the coffee machine and then press brew! Make 3 pots of Regular and 1 pot of Dark. Wipe the coffee grinder clean when you are finished using it.

Making tea:

- Fill the urn beside the coffee machine marked Hot Water with hot water from the tap on the coffee machine and bring it out to the Cafe. All of the teas are in jars on the counters. Simply place the tea bag in a cup and add hot water.

Other beverages

- There is hot chocolate and decaffeinated coffee in the Keurig packs. The Keurig packs are in the Café drawer. The Keurig machine is in the kitchen. Bring it out to the Café counter and use as needed. When you brew select the 10 ounce portion.

Supplies:

- Cream and milk are located in the kitchen fridge. Please put them out on the refreshment stand.
- Refill any Café supplies accordingly. Sugar, stir sticks and pastry bags are located under the refreshment stand. Cups, lids and napkins are located in the Café cupboards.

Baking:

- The weekly baker will bring the baking to be sold. Place the baking on the trays that are located in the Café.

Service times:

Fall/Winter/Spring Service	9:30 am and 11:30 am
Summer Service	10:30 am
Special services as announced	

My commitment

We expect you to be committed to the Mission, Vision and Values of Redwood, Park Church and follow our policies, be friendly, dress appropriately, and be able to anticipate visitors needs and help them. In return we will provide you with orientation, training, and on-going support.

Who is my contact?

Check with your team lead Joelle Lesvesque at jojobythelakeyahoo.ca or call 623-1783 or 624-6645.
General volunteer questions can be sent to gem@redwoodpark.org

Revised: Oct 15, 2018