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**Position Title:** Rockrimmon (RR) Campus Coffee Bar Manager

**Hours/week:** 40+ hours/week (full-time)

**Reports To:** RR Campus Pastor

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**PRIMARY RESPONSIBILITIES:**

1. Presents a positive, professional image of Woodmen through coffee bar appearance/experience
  2. Oversees appearance of coffee bar area, creating and fostering a welcoming environment
  3. Maintains cleanliness and organization of guest and beverage prep areas
  4. Places a high value on customer service; assists coffee bar workers (MPs) have a sense of ownership of coffee bar to create a warm, polite, efficient and helpful experience for guests
  5. Has a passion for crafting and serving a high quality, tasty beverage
  6. Trains MPs to make beverages according to preferred standards; trains MPs in sanitation practices of machinery and prep areas
  7. Recruits, trains, schedules and manages MP baristas; ensures all shifts are covered
  8. Regularly provides ongoing training for current and new MPs
  9. Ensures coffee bar is properly stocked to meet demand; manages inventory of all coffee bar supplies; places orders as needed; minimizes waste of product and supplies; supervises deliveries to ensure accuracy of orders
  10. Protects coffee bar assets by ensuring all equipment is well maintained and in good working order
  11. Maintains regular oversight of cash-handling procedures to ensure receipts match total sales; implements loss prevention standards
  12. Stays current on knowledge of coffee and tea and best brewing/serving techniques
  13. Other duties as requested
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**SKILL/ABILITY/KNOWLEDGE REQUIREMENTS**

1. An ongoing relationship with Jesus Christ demonstrated by regular prayer, Bible study, and worship attendance.
2. A member of Woodmen who supports the church vision and values, as well as contributes time and tithes and adheres to Woodmen's Statement of Faith and all policy and belief documents
3. Minimum of two years experience working in a coffee shop; one year experience managing a shop and other workers
4. A deep fondness for coffee and the desire to create an exceptional experience for customers
5. Strong customer service skills; ability to interact with a variety of people
6. Strong leadership skills; ability to delegate to/motivate others; is a good example of expected conduct
7. A self-starter with excellent verbal and written communication skills
8. Has gifts of hospitality and service; strong organizational skills and ability to handle multiple priorities
9. Working knowledge of bookkeeping and inventory management; comfortable with computers
10. Creative ideas for marketing promotions/creating visually appealing merchandizing to attract guests
11. Understands importance of stewarding resources to ensure profitability of coffee bar
12. Ability to lift and carry up to 30 lbs.; ability to stand for long periods of time; ability to quickly move between stations while serving hot beverages to customers