



JOB DESCRIPTION

Title: Café and Kitchen Coordinator
Reports To: Operations Ministry Leader
FLSA Status: Non-Exempt
Prepared By: Blake Whiteman
Weekly Hours: 29

Ministry: Café
Classification Grade: T-3
Approved By: Human Resources
Approved Date: 10/18/2023

Essential Organizational Core Values

The **Café & Kitchen Coordinator** is responsible to champion Real Life Ministries' Vision, Mission, Methodology, and Strategy in two primary ways:

- **As an Individual Leader:** The **Café & Kitchen Coordinator** is responsible for taking the leadership of all ministry functions they oversee. Live out Real Life Ministries' Organizational Core Values and 7 Ministry Essentials personally and ensure their leadership and oversight of the ministries they oversee also embody and are living out Real Life Ministries' Organizational Core Values and 7 Ministry Essentials. Responsible for the effective execution of the Essential Job functions of this role as detailed below.
- **As a Team Member on the Operations Ministry team and Real Life Staff Team:** The **Café & Kitchen Coordinator** has a responsibility to collaborate as a team member on the Operations Ministry team as well as the Real Life Staff Team as a whole to accomplish church wide objectives and goals. They are responsible for removing obstacles that would hinder collaboration and cooperation across different ministries.

Job Summary

1. Primary Responsibilities (85 %)

- Recruits and trains volunteers; invites members to get involved and serve in the church body of Real Life in the café, kitchen and hospitality ministry effort.
- Establishes volunteer schedules, coordinates with volunteers on staffing needs, and oversees volunteer work.
- Leads the work of café team volunteers and Kitchen team volunteers;
 - Oversees and provides instruction to volunteers; ensures readiness of team and equipment for Café hours, Kitchen hours, develops and trains volunteers on Café and Kitchen procedures, demonstrates to volunteers sanitary work practices and the correct operation of equipment.
 - Receive food and coffee supply orders and put away to ministry storage.
 - Keep the kitchen, freezers, refrigerators, storage etc. organized for shared ministry use.
 - Maintain a proper flow of inventory and equipment.

- Collaborate with the facilities team to ensure the kitchen is kept cleaned and sanitized as scheduled.
- Maintain food manager's license and assist in trainings.
- Provides outstanding first impression through:
 - Excellent customer service
 - Friendly demeanor
 - Timely service
- Maintains an attractive, organized, sanitary, and safe café and kitchen.
- Provides Real Life's guests with different beverage and refreshment types in a fast, reliable, versatile, and consistent manner.
- Provides ministry volunteers with a working Kitchen to resource ministry events and activities.
- Maintains a maintenance and cleaning schedule of all café equipment and Kitchen equipment for the purpose of ensuring readiness for all café and kitchen volunteer teams.
- Coordinates with equipment vendors as necessary for preventative and required maintenance.
- Oversees vendors and receives incoming food, goods, and supply deliveries; tracks inventory; maintains cleaning and other supplies.
- Displays the 7 Essentials in their life and their work and ensures they are being lived out with their volunteer teams.

2. Team Function (10 %)

- Works collaboratively with the Operations Ministry Team leader on all aspects of Café and Kitchen work, including in establishing and developing volunteer teams and team leads.
- Coordinates effectively with the Café volunteer team & Kitchen volunteer team to ensure the efficient running Café and Kitchen.
- Has a friendly team player disposition.

3. Real Life Staff Relations (5 %)

- Collaboratively works with Real Life Staff to ensure the Café team & Kitchen team is effectively supporting Real Life ministry functions.
- Proactively engage with Real Life Staff to identify how to better support them.
- Participate collaboratively in staff workgroups when appropriate

Qualifications and Required Skills

- Preferably 1+ year experience as a barista
- A willingness to grow and adapt to the inevitable changes found in a local church.
- Able to work in a way that is fast, reliable, and versatile.
- Strength and endurance to perform multiple tasks in the functions of the job include: adapting to changing work priorities; displaying basic mechanical aptitude; meeting deadlines and schedules; and setting priorities.
- Able to strive and hold true *Real Life Ministries' Core Beliefs*
- Character to be known as and defined by *Real Life Ministries' Core Character Values*
- Observable and measurable knowledge, skills, abilities, and personal attributes in *Real Life Ministries Core Competencies*

Real Life's Core Competencies, as defined in our 3 C's document, necessary to succeed in this role:

- Adaptability
- Respect
- Consistent Methods of Communication
- Recruiting
- Delegation

Spiritual Aspects of Job Requirements:

- A heart for God that is evidenced by proven character and a spiritual-mindedness that understands that “apart from Christ we can do nothing.” – Abiding in Christ.
- A shepherd’s temperament; servant-leader/mentor attitude and inclination.
- Strong interpersonal skills—ability to communicate persuasively and compassionately, both orally and in writing.
- Strong biblical foundation for wise management in a church setting.
- Able to establish and maintain appropriate standards for the accomplishment of ministry in a way that honors both God and people.
- Since we work primarily in teams at Real Life Ministries, must understand group dynamics and ensure effective consensus building and decision-making.
- Personal initiative and diligence, which produces follow-through in tasks.
- Solid biblical/theological convictions, which are aligned with Real Life Ministries’ Doctrine and Statement of Faith.
- A willingness to grow and adapt to the inevitable changes found in a local church.

Physical Abilities required

- While performing the duties of this Job, the employee is regularly required to sit, reach with hands and arms, and talk or hear. The employee is frequently required to stand for up to 8 hours and occasionally required to climb or balance; stoop, kneel, crouch, or crawl. Must regularly lift and/or move up to 10 pounds, frequently lift and/or move up to 25 pounds and occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision and depth perception.

Disclaimer(s)

- The above statements are intended to describe the general nature and level of work being performed by people assigned to this classification. They are not to be construed as an exhaustive list of all responsibilities, duties, and skills required of personnel so classified. All personnel may be required to perform duties outside of their normal responsibilities from time to time, as needed.
- Volunteering: Real Life Ministries has many volunteer opportunities. As an employee of Real Life Ministries, any time spent during your normal work hours or fulfilling your job description duties for the specific ministry area you are a part of will be considered hours worked and you will be compensated for those hours. If you desire to volunteer in another area of ministry within Real Life Ministries, and it falls outside of your normal working hours, you can do so by filling out a Employee Volunteer Acknowledgement Form and turn it into HR.

Employee Name: _____

Employee Signature _____ Date _____