



JOB DESCRIPTION

Title: Café Weekday Barista
Reports To: Hospitality Ministry Lead
FLSA Status: Non-Exempt
Prepared By: Gianna Damiano
Weekly Hours: 22

Ministry: Café
Classification Grade: T-2
Approved By: Human Resources
Approved Date: 03/13/2024

Essential Organizational Core Values

The Café Weekday Barista is responsible to champion Real Life Ministries' Vision, Mission, Methodology, and Strategy in two primary ways:

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

Job Summary

1. Primary Barista Responsibilities (80%)

- Provides food, beverages, books, and apparel for retail sales to Real Life's guests.
- Provides an outstanding first impression through:
 - Providing excellent customer service
 - Having a friendly demeanor
 - Providing timely service
- Maintains an attractive, organized, sanitary, and safe café and lounge area.
- Provides Real Life's guests with different beverage and refreshment types in a fast, reliable, versatile, and consistent manner.
- Assists the Café Coordinator in duties associated with the efficient and consistent running of the Café. This includes, but is not limited to:
 - Maintaining a maintenance and cleaning schedule of all café equipment for the purpose of ensuring readiness for all café teams.

- Coordinating with equipment vendors as necessary for preventative and required maintenance.
- Coordinating with vendors and taking receipt of incoming food, goods, and supply deliveries; tracks inventory; maintains cleaning and other supplies.

2. Ministry Responsibilities & Team Function (15%)

- Works collaboratively with the Café Coordinator and the Hospitality Ministry Lead on all aspects of Café work, including, but not limited to the establishing and developing of volunteer teams and team leads.
- Coordinates effectively with the Café Team to ensure the efficient running of the Café.
- Has a friendly team player disposition.
- Assists the Café Coordinator in leading and maintaining a volunteer team throughout the week and weekend services.
 - Recruits and trains volunteers; invites members in their spheres of influence to get involved and serve in the church body of Real Life.
 - Establishes volunteer schedules, coordinates with volunteers on staffing needs, and oversees volunteer work when in the Café.
 - Leads the work of any café team volunteers scheduled to work during the barista's normal work hours; oversees and provides instruction to volunteers; ensures readiness of team and equipment for weekday café hours, trains volunteers on café procedures, demonstrates to volunteers sanitary work practices and the correct operation of equipment.
- Is available for Christmas, Easter, Align, and other required All-Staff events.
- Displays the 7 Essentials in their life and their work and ensures they are being lived out with their volunteer teams.

3. Real Life Staff Relations (5 %)

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

Qualifications and Required Skills

- 1+ year experience as a barista preferred
- 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; lift, carry, push, pull or guide up to 50 pounds individually or more than 50 pounds with assistance.
- 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.
- A strong marriage and family life visible to others.
- Strong interpersonal skills—ability to communicate persuasively and compassionately, both orally and in writing.
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- 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 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 _____