

JOB DESCRIPTION

Title: TEMPORARY Café Coordinator
Reports To: Sr. Facilities & Security Lead
Status: FLSA Non-Exempt
Prepared By: Shane Atkisson
Weekly Hours: Up to 29 hours

Ministry: CDA Coffee Shop
Classification Grade: T-3
Approved By: HR
Approved Date: 09/24/2026

Essential Organizational Core Values

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

- **As an Individual Leader:** The **TEMPORARY Café Coordinator** is responsible for taking the leadership of all ministry functions they oversee and 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 **TEMPORARY Café 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 %)

- Trains volunteers; invites members to get involved and serve in the church body of Real Life in the café and hospitality ministry effort.
- Establishes volunteer schedules, coordinates with volunteers on staffing needs, and oversees volunteer work.
- Leads the work of café team volunteers;
 - Oversees and provides instruction to volunteers; ensures readiness of team and equipment for Café hours, develops and trains volunteers on Café 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.
 - 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.
- Provides Real Life's guests with different beverage and refreshment types in a fast, reliable, versatile, and consistent manner.
- Maintains a maintenance and cleaning schedule of all café equipment for the purpose of ensuring readiness for all café volunteer teams.
- 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 Facilities Manager on all aspects of Café work.
- Coordinates effectively with the Café volunteer team to ensure the efficient running Café.
- Have a friendly team player disposition.

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 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.

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

Adaptability: The expectation and resilience to flex and adjust your perspective, approach, and/or plan in consideration of new information, challenges or opportunities with a positive attitude.

Respect: The expectation to recognize the inherent worth and value of another person, and to honor that worthiness in your words, actions and attitudes.

Consistent Methods: The expectation to have regular and dependable communication in every direction (down to those you lead, up to those that lead you and to the side with peers and teammates) by consistent means (meetings, texts, emails, etc.).

Recruiting: The expectation to identify, recruit and activate people to a specific vision and or task. This means having the courage to invite, utilizing good people skills, casting vision for their role and giving clear steps to getting involved.

Delegation: The expectation to intentionally hand off leadership responsibilities as well as tasks in order to develop and empower people to accomplish a common goal.

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: _____