



Position Title: Café Supervisor
Classification: Part Time/Non-Exempt
Hire Date: On or before February 28, 2010

Purpose:

The Café Supervisor supervises volunteer staff and operations of the café.

Reports to:

Office Manager

Responsibilities:

- Train and supervise volunteer staff in the café operation including the following:
 - Guest Relations
 - Cleaning & Maintaining Café area
 - Inventory Management
- Recruit and train volunteers for the operation.
- Ordering and maintaining inventories.
- Maintenance of Café equipment.
- Supply changes to POS.
- Reporting sales and deposits.
- Organizing volunteer schedules.

Education, Skills, Abilities, Spiritual Gifts:

- Education: High School Diploma or equivalent.
- Experience in restaurant/food service management.
- Effective communication skills including written, verbal, and interpersonal.
- Ability to lead and train volunteer staff.
- Experience in inventory management.
- Excellent guest relation skills.
- Spiritual Gifts: Service/Helps, Administration, Hospitality

Working Environment:

Grace Ministries consists of the Church, Lititz Christian School and Morningstar Academics & Daycare and is a growing, fast paced, dynamic and transitioning environment. As God continues to grow this ministry and staff, we are looking for a team player to interact and communicate honestly with contemporaries for ministry synergy. The Grace staff sees their daily functions as more than just a job as we seek to serve God with excellence and passion. We daily strive to fulfill the Grace Vision of meeting people where they are at and moving them to where God wants them to be. We are a staff that willingly allows ourselves to be held accountable through bi-annual reviews in the areas of character, competence, chemistry and courage as every team members spiritual and professional formation is important to us. The need to possess a strong Christian testimony within the ministry and with outside organizations is a must so as to bring glory to Christ.

Work Schedule:

- Sunday Mornings: 7 AM to 1 PM.
- 2 to 4 hours during the week.
- Special Services: Potential extra hours during special event weeks.
- Potential extra hours during the week.