

Fireside Café Manager

(Part-Time-28 hours a week)



Role

The café manager is responsible for managing the café to serve the church body and the community, fostering relationships. The manager ensures the café operates financially to become self-sustaining and profitable in the future. They are also responsible for building, training, and caring for the staff and volunteer team serving at the café.

Qualifications

- Mature disciple (spiritual parent).F
- Management experience (barista experience preferred).
- Proven leader with discernment.
- Ability to inspire cafe team toward CTR Mission and café goals.
- Problem-solving and decision-making ability.
- Good verbal and written communication skills.
- Ability to use Microsoft Office software applications.

Primary Responsibilities

- Responsible for recruiting, training, developing, and retaining café staff and volunteers.
- Communicates with the cafe team (staff and volunteers) via one-on-one team meetings. Communicate cafe updates with CTR staff.
- Participates in the hiring of the cafe team.
- Responsible for aligning the cafe team with CTR's mission and vision.
- Prepares monthly shift schedule for cafe team and volunteers and creates solutions to staffing shortages and call-ins
- Works with the Support Team leader to troubleshoot staff issues.
- Creates a team environment by utilizing and developing each person's talents, gifts, and contributions.
- Works with the assistant manager and team for menu changes, social media posts, activities, and products.
- Works with the assistant manager to monitor and manage the café budget, ensuring the café operates efficiently and cost-effectively.
- Conduct safety meetings as needed.
- Champion customer service.
- Works with other CTR teams to provide hospitality and customer service on Sundays and for other CTR activities, i.e., Guest Services/House Coffee/team meetings.
- Works with other ministry teams and the Executive Director to determine lobby set-up and playground equipment needs & improvements.

- Works specified barista hours each week, which may include Sundays.

Availability: 28 hours per week (includes Sundays and on-call for team support)

Required meetings: Monthly staff meetings, Support Team meetings, Café team meetings, coaching, discipleship group.

Visit our website to complete the online application www.christtherock.org/jobs
or contact Lynne Paba at lpaba@christtherock.org or Melissa Zwach at
mzwach@christtherock.org