



# Job Description

<b>TITLE:</b> Café Manager	<b>SUPERVISOR:</b> Hospitality Director
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**PURPOSE STATEMENT:**  
This position manages and leads the daily operation of the Pathfinder Café while creating a culture of hospitality and service in line with the mission of Pathfinder Church.

- RESPONSIBILITIES:**
- **Volunteer Leadership:** Recruits, develops, and manages a volunteer team including baristas, bakers, and point of sale staff.
  - **Hospitality Values:** Instills in and inspires volunteers to embrace Pathfinder values, put them into practice, and celebrate wins.
  - **Irresistible Environment:** Ensures the Café environment is warm, inviting, and clean.
  - **Excellent Service:** Ensures excellent service and the smooth operation of the Café during all operating hours, prioritizing friendly interactions, timely service, and efficient check-out.
  - **Inventory Management:** Orders, receives, manages, and stocks the needs of the Café and Hospitality.
  - **Quality Products:** Continually evaluates the Café offerings through feedback and sales to drive guests back to the Café.
  - **Food Safety and Sanitation Guidelines:** Meets sanitary codes required by the health department, including but not limited to the maintenance, cleaning, and sanitation of refrigeration, sinks, espresso/coffee machines, and the floor areas in the Café and kitchen.
  - **Marketing:** Discovers new ways to increase the customer base and collaborates with the Communications team to market and promote the Café.
  - **Other:** Gathers church and school requests and places orders through Sam's Club.

**WORK SCHEDULE:**  
Part-time position working approximately 20 hours a week, including Sundays. Must be willing to be flexible with a working schedule based upon ministry activities, including some evening and holiday needs for both the church and school.

- QUALIFICATIONS AND REQUIREMENTS:**
- Exceptional interpersonal and communication skills.
  - Ability to connect quickly and genuinely, creating a warm and welcoming environment.
  - A self-starter and able to work independently.
  - Passionate about recruiting and developing others.
  - Keen eye for detail, orderliness, and cleanliness.
  - Knowledge of basic Microsoft Office software.
  - ServSafe Certified or willingness to be certified.
  - Strong personal commitment to Jesus Christ and a member of Pathfinder or willing to join.