

## Job Description

**Title:** Café Coordinator

**Reports To:** Young Adult & Hospitality Pastor

**FLSA Status:** Non Exempt

**Prepared By:** Gabe Cleave

**Ministry:** Café

**Classification Grade:** T-3

**Approved By:** Human Resources

**Approved Date:** 07/20/2020

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### ESSENTIAL ORGANIZATIONAL VALUES

- **As an Individual:** The Café Coordinator is responsible for taking the leadership of all ministry functions they oversee. Live out Real Life Ministry's 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 Ministry's 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 Café Team and Real Life Ministry Staff Team:** The **Café Coordinator** has a responsibility to collaborate as a team member on their immediate team, the Real Life Staff Team as a whole to accomplish church wide objectives which would include the **Café's** objectives. They are responsible for removing obstacles that would hinder collaboration and cooperation across different ministries.

### JOB SUMMARY

- **Café Church Service Coordinator ( 65 %)**
  - Maintain an attractive, organized, sanitary and safe café and lounge.
  - Provide Real Life's guests with different types of beverages and refreshments; in a fast, reliable, versatile, and consistent manner.
  - Leads the work of café team volunteers; oversees and provides instructions to volunteers; clarifies information when requested; ensures readiness of team and equipment; train on café procedures; demonstrates to volunteers sanitary work practices and the correct operation and usage of equipment.
  - Establishes schedules and monitors work of café volunteers.
  - Recruits and trains volunteers - invite members to get involved and serve in the church body of Real Life
  - Orders goods, supplies and equipment
  - Order and maintain merchandise
  - Coordinate with vendors and contractors
  - Ensure 7 Essentials are being lived out with volunteer team
- **Café Team Oversight Function ( 25 %)**
  - Supervises volunteers on the Café Team.
  - Responsibilities include recruiting and training volunteers.

- **Real Life Staff Relations (5%)**
  - Collaboratively work 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
  - Have an infectious positive attitude while interacting with Real Life Staff
  - Participate collaboratively in staff workgroups when appropriate
  
- **Miscellaneous ( 5 %)**
  - Work with Congregation in a way that glorifies God
    - In weekend services – model participation (friendliness, recruiting, attendance)
    - Be visible and a model for volunteers to follow (friendliness, cooperation, availability)
  - Represents Christ and the Church in the community in a Godly way
  - Values and abide to the expectations of being a member of the church found in our 101, 201, and 301 class.

#### **Qualifications, Required Skills and Competencies:**

- 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, 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.
- 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.
- Able to strive and hold to be true *Real Life Ministries’ Core Beliefs*
- Character to be known as and defined by *Real Life Ministries’ Core Character Values*
- Observable and measureable knowledge, skills, abilities, and personal attributes in *Real Life Ministries Core Competencies*
  - Administrative Skills: **Must know how** to utilize systems and processes efficiently. This means paperwork, budgets, scheduling, technology, computer skills, etc.
  - Problem Solving: **Must know how** to be solution oriented. Identifies problems and uses prayer, logic, judgment, and data to assess.
  - Decision Making: **Must know how** to make informed and objective decisions in a timely manner. Has an understanding of the impact those decisions might have on the organization.
  - Personal Responsibility: **Must know how and able to model** taking responsibility for personal actions and results.
  - Drive for Results: **Must know how and able to model** how to meet and exceed objectives with enthusiasm. It is about not being content with the status quo, wanting to improve the way we do things

and making it happen in a healthy unifying manner. This means striving for excellence in all things (not necessarily perfection).

- Organizational Awareness: **Must know how and be able to teach to others** an understanding of the various aspects of the organization (including workings, structure, and culture) and how it all fits together for the greater overall goal, vision, and mission.
- Initiative: **Must know how and able to empower others** to have a willingness to take action and next steps on your own. The ability to begin or to follow through energetically with a plan or task.
- Adaptability: **Must know how and able to create a culture** that is able to quickly adapt to change and readily considers new approaches. This includes the ability to be flexible and change course when necessary.
- Follow Through: **Must know how and able to create a culture** that has the ability to follow-through and complete a project or objective without the need of constant prodding or reminding.

### Physical Abilities required

- While performing the duties of this Job, the employee is regularly required to sit; use hands to finger, handle, or feel; 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.
- 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 \_\_\_\_\_