

# Chapel Café Manager

Role Type: Full-Time w/ benefits

Department: Worship Arts

Reports To: Executive Director of Worship Arts

## Overview

The Chapel Cafe Manager will create excellence in hospitality by leading the café team in providing exceptional beverages, food, and service at TBC through recruiting, scheduling, and managing all Café staff and volunteers, maintaining inventory, overseeing financial management, and creating an environment for fellowship and connection.

## Responsibilities

- Facilitate each guest interaction with a ministry mindset and attitude of humility, service, and hospitality.
- Serve as the café staff expert, and provide input and support for requested events, activities, and gatherings.
- Implement systems, processes, and policies for the café which support and align with overall vision, goals, policies, and protocols.
- Oversee all day-to-day operations of the café
  - Café Ministry budget and vendor relations
  - Food Prep and Cooking as necessary
  - Food and inventory management and ordering
  - Effective communication strategies
  - Equipment
  - Ministry Calendar
- Train Staff and volunteers in all areas necessary to perform assigned jobs including safety and security procedures.
- Understanding and training of Food Services Safety regulations
- Develop, participate, and oversee café and café staff performance standards, goals, and priorities by using bi-weekly/weekly 1-on-1's and lead a monthly all café staff team meeting
- Ensure proper creation and distribution of weekly and monthly schedules for all barista and café volunteer positions, ensuring appropriate coverage and rotations.
- Assist as necessary in executing hospitality functions for ministry & special events (coordination, preparation, set-up/tear down, catering planning, etc.)
- Regular attendance at TBC church services, meetings, activities, staff functions, and events as required
- Other Responsibilities: As assigned by Supervisor

## Spiritual Gifts

Hospitality, Leadership, Administration, Helps

## Skills

The ideal candidate would be a believer in Jesus Christ and possess significant education, training, and experience in food and customer service.

\*This Job Description is subject to change at management's discretion.



**TBC Mission:**

The Bible Chapel exists to develop followers of Christ in the South Hills of Pittsburgh, in the greater Pittsburgh area, and throughout the world.

**The Café Ministry supports this mission by:**

The Café Ministry exists to invite all people into an opportunity for fellowship and discipleship by adding value to each customer, vendor, volunteer, and employee through sharing hospitality, and creating opportunities to serve our congregants and our community in the South Hills of Pittsburgh, in the greater Pittsburgh area, and throughout the world.