



Position Title: Barista
Vision Implementation Team (VIT): Discipleship
Reports to: Coffee Cart Operator

Employment Status: <6 hrs week
Date Prepared: 7/11/2018
Date Revised: 7/16/2018

Barista

POSITION PURPOSE: To provide fast, efficient, and friendly service making and distributing coffee drinks and food from the Coffee Cart. May occasionally open or close the cart.

PRIMARY RESPONSIBILITIES SUMMARY - (Essential Functions, Leadership, Knowledge, Skills and Abilities)

1. Oversee all Coffee Cart operations when the operator is not present.
2. Maintain a clean, organized, and stocked environment
3. Establish point of service (POS) duties, including opening and closing procedures.
4. Ensure cash handling procedure are upheld.

OTHER RESPONSIBILITIES:

1. The schedule is generally Sunday and Tuesday through Friday mornings. The schedule may be subject to revision and review.
2. Correctly adheres to OSHA (Occupational Safety and Health Administrations) regulations for small restaurants and food handling standards

—Employees are held accountable for all duties of this job—

SCOPE OF AUTHORITY:

Works under the supervision on the Coffee Cart operator.

SUPERVISION RESPONSIBILITIES:

COMMUNICATION/WORKING RELATIONSHIP REQUIREMENTS:

Friendly customer service orientated relationship with patrons, volunteers and other ministries using the area around the Coffee Cart.

WORKING ENVIRONMENT/PHYSICAL ACTIVITIES:

This position will require frequent standing and use of hands and arms. Able to lift under 30 lbs. and frequently bend and twist from the waist. Frequently required to use hand and finger motions, handle or feel objects, reach with hands and arms. Must be able to focus on distant and close-range projects. Regularly required to handle food, hot beverages, and work with sharp objects.

MINIMUM EDUCATION OR FORMAL TRAINING AND EXPERIENCE REQUIRED:

Must be 18 and have a High School Diploma. Good math and people skills a plus. Possess basic knowledge of OSHA (Occupational Safety and Health Administrations) or participation in on-line training. Wages are negotiable and contingent upon experience.

MATERIAL AND EQUIPMENT DIRECTLY USED:

Coffee Grinder, Vitamix, Espresso Machine, Coffee Maker.

Note: This job description is not intended to be an exhaustive list of all duties, responsibilities, or qualifications associated with the job. Other duties will likely be assigned. Also attached may be a detailed explanation of expectations or duties.

EQUAL OPPORTUNITY EMPLOYER

Because we are a church body, Bethlehem Lutheran Church retains the right to give preference in hiring to persons who are members in good standing of a Lutheran Church – Missouri Synod congregation.

Supervisor: _____

Date: _____

VIT Lead: _____

Date: _____

Personnel Team : _____

Date: _____

I acknowledge receipt of this job description:

Employee: _____

Date: _____