

Connections Café Assistant Manager

Team: Connections Cafe

Job Title: Connections Café Assistant Manager

Reports to: Connections Café Manager

Status: 20- 25 hours per week (Part-Time, Non-Exempt)

Position Summary Statement

The Connections Cafe Assistant Manager will provide leadership and training to other cafe staff, excellent customer service, and support the cafe in its ministry of providing food and beverage to Alliance Church ministries and congregants.

Position Overview

The part-time position is open to people-oriented adults ages 18 and above with a background in food service preferred. The position requires occasional Sundays and weekend special events. Between September and May, may be asked to cover occasional evenings.

Responsibilities

- Be proficient in all aspects of customer service including:
 - Taking orders and payments
 - Preparing food from menu and specials, beverage orders and any required food prep.
 - Clean-up of cafe, kitchen and hub areas. This includes using provided checklists.
 - Taking coffee and food order request from staff and other ministries.
 - Follow all health codes and food safety procedures.

- Assist with food and supply ordering including:
 - Beverage orders for various beverage coolers
 - Items for coffee bar
 - Food orders when manager is absent
 - Any orders from the bulk food store
 - Paper supply ordering

- Assist with shopping needs at Sam's Club and Walmart.
- Ability to plan and execute catering and other special events.



- Assist manager in creating weekly specials and drinks as well as new menu items.
- Work in conjunction with the manager and shifts leaders on training new staff and giving direction to baristas.
- Help fill in for vacations, sick time and other instances of where coverage is needed. This will include special events, catering and funeral needs.

- Assist with inventory including: paper, food and beverage

- Other responsibilities may be added upon request when the manager is absent which may include but not limited to:
 - Food ordering
 - Resolving scheduling conflicts

- Cover all management duties when the Café Manager is gone.
- Assist with maintaining a clean, sanitary, and pleasant aesthetic view of cafe with input of Manager and Operations team.
- Abide by all policies and manuals including cafe manual, employee handbook and policy manual.

STRATEGIC FRAMEWORK

Vision/Purpose: Connecting the world with God and one another.

MINISTRY VALUES

1. Bringing glory to God and reaching people for Jesus Christ drives everything we do.
2. All of our ministries are to be Biblically sound, culturally relevant, and supported with prayer.
3. God's Word is truth and we trust it above anything else to make a lasting impact on those we touch.
4. Individual and corporate worship is critical to our spiritual health and relationship with God.
5. Our fellowship is focused on shepherding and caring for one another.
6. Our evangelism is driven by a sincere burden for all people and is worldwide in its impact.
7. Our ministry is done with excellence and sense of urgency because it honors God and inspires people.
8. We will never lose sight of our vision.

MINISTRY PHILOSOPHY

Simple Purpose, Simple Church

Our purpose is simple: Connecting the World with God and One Another. Our church structure, programming and ministries will follow our simple discipleship process. All we do will be understandable and easily accessible. We will strive to have a minimum amount of bureaucracy.

Strategic and Effective

We minister with a sense of urgency; the stakes are heaven and hell for the people we serve. Everything we do will be strategically planned, focused on the vision and measured for outcomes. Our measure of "success" will be conversions, baptisms, spiritual growth and maturity, and the completing of the Great Commission.

Felt Needs First, Prescribed Needs Second

We will seek to meet people's felt needs first, then move people to the "prescribed" needs outlined in the Bible.

Come and See – Go and Be

We will partner with the congregation in doing Kingdom work. The staff's role will be to provide clear vision and effective programming. The congregation's role will be to invite people to come and experience what God is doing through Alliance Church and eventually engage in the discipleship process. We also encourage ministries and individuals to "go and be" the reality of Jesus Christ by sharing Christ's love through personal evangelism, community service and world missions.

Healthy Relationships

We work together as a team. We keep short accounts, will not let conflict simmer and have a never-ending focus on the vision. We will maintain a broad view and will not tolerate turf wars or personal kingdom building.

Servant Leadership

We have a towel over our arm at all times. We have a positive attitude of joyful, humble service towards each other and the people we serve in and outside of our church.

Stronger Together

We will be a ministry that strategically and intentionally integrates ministries so they link together to produce healthy disciples of Christ that can advance the Kingdom as one.

Complementarian

Men and women equally share in the blessings of salvation; nevertheless, based on Scripture, some governing and teaching roles within the church are restricted to men.

Healthy Leadership

We are healthy, high capacity individuals. We maintain our spiritual, emotional, relational, mental, and physical health by keeping our priorities straight. We live up to our commitments to others and live lives of integrity, at home, at church, and in the community.

Equip Future Leaders

We will train, equip, and empower young leaders in all ministries to remain relevant and effective, both for today, and for future generations.