

Job Description



Position title:	Refresh Café Manager	Reports to:	Operations Director
Exempt/non-exempt:	Non-exempt	FT/PT/Temporary:	Part-time; 4-10 hours/week
<p>Position overview: The Refresh Café Manager shall oversee all aspects of Refresh Café and provide leadership to this ministry. The purpose of this ministry is to provide a warm, comfortable place for people to connect. This position is an extension of Trinity Church and its mission. (Matthew 22:37-39; 28:19-20; Ephesians 4:11-16; 1 Timothy 3:8-13).</p>			
<p>Qualifications:</p> <ul style="list-style-type: none"> • Must be a growing Christian, deepening his/her personal relationship with Jesus Christ and modeling this to others. (Matthew 22:37-39; 28:19-20; Romans 12:9-18). • Understanding of the gospel, its implications in everyday life, and a commitment to making disciples who make disciples. (Romans 1:16-17; Matthew 28:19) • Agree with, is willing to abide by, and perform all job responsibilities in accordance with Trinity's vision, values, and Statement of Faith. (I Corinthians 12:12) • General computer competence and experience with MS Office. • Attention to detail and strong organizational skills. • College degree or 2 years' experience in related field, preferred. • Confidentiality, excellent organizational skills and accuracy are required. • Ability to lead a team, and communicate well, both verbally and written, in a gracious manner. • Able to lift 40 lbs. and stand for extended periods of time. 			
<p>Primary responsibilities:</p> <ul style="list-style-type: none"> • Understand, communicate and implement Trinity's mission and vision in their ministry area. (Ephesians 4:11-16) • Oversee all aspects of Refresh Café, including but not limited to: <ul style="list-style-type: none"> ○ Volunteer recruitment, training, scheduling, and management ○ Provide excellent customer service ○ Inventory, supply ordering, restocking, and efficient operation ○ Cleaning, equipment maintenance, etc. ○ Create and follow well defined policies and procedures, including cash handling 			
<p>Work environment:</p> <ul style="list-style-type: none"> • Work in cooperation and maintain good relationships with Trinity staff, leadership, volunteers, and congregation • Supervision of volunteers. • Engage the customers and vendors in a Christ-like manner. • Refresh Café is open on Sundays, midweek evenings for ministry events, special events and some holidays. In addition to staffing Refresh when it is open, cleaning and setup must be completed in advance. If the Manager is not in attendance when Refresh is open, the Manager must have a trained person overseeing Refresh in their place. 			
<p>Compensation:</p> <ul style="list-style-type: none"> • This position is at-will and compensation will be based on experience, competency, and responsibility. • Benefit information, if any, is available upon request, or will be provided when an offer of employment is made. • Resignation is requested in writing to their supervisor and Operations Director at least two weeks prior to the date of effectiveness. 			