



CAFÉ EMPLOYEE @ 2142 COMMUNITY CENTER

JOB PURPOSE

To help in the seamless running of the Cafe in the most efficient and effective manner possible at all times. Delivering the highest possible standards of service and food while brining people closer to God. Sharing the visions of 2142 Community Church to guests and employees alike. Being pro-active in maintaining and/or improving turnover and profitability and always bringing back every guest who enters while looking for opportunities to attract more.

ESSENTIAL RESPONSIBILITIES

- Represent the values of 2142 at all times in thought, action and words.
- Cooperate with Café Managers and Pastors in performing job duties in Café and on Campus.
- Front of House (FOH) duties, including, but not limited to: cashier, food making and prep, order taking, cleaning, and overall working of the shift.
- Attentive and responsive to guest, employee and staff needs.
- Follows proper cash handling procedures.
- Operates within the guidelines of Health, Labor and Safety standards.
- Practice and learn drink recipes, food prep and cooking consistently as directed by Café manager.
- Practice proper barista skills and consistent standards determined by Café manager.
- Flexibility in cross training, job functions and responsibilities and willingness to work extended hours including weekends and occasional evenings.
- Professional appearance & high standards of personal hygiene at all times.
- Pick-up, transportation, organization, stocking, rotating and storage of food items and supplies if needed.
- Help if needed with all aspects of Catering on site and off.
- Help to ensure the highest standards of cleanliness by engaging in, but not limited to, the following activities: sweeping, mopping, cleaning equipment, maintaining floors and dishwashing.
- Must attend any Food Safety Courses and undergo any additional training

necessary to maintain safe food handling practices.

- Maintain a professional profile and interactions with others on all Media Sites as an employee at all times of 2142.
- Maintain a healthy and godly mental and physical lifestyle to prevent falling into wrong life choices or illnesses.
- Assist when needed in marketing the Café to increase sales.
- Attend regular staff meetings and 2142 events when requested.
- Work in close association with the entire staff to build and maintain a strong team environment and complete the work necessary to fully serve and support the ministries of 2142 Church in partnership with the Cafe

KNOWLEDGE, SKILLS AND ABILITIES

- Servant's heart
- Great people skills
- Making and Saving Money
- Detail-oriented and self-motivated.
- Ability to verbally communicate effectively and tactfully at all levels.
- Ability to write and respond to emails in a timely manner.
- Friendly, personable, attentive and helpful attitude toward all guests, staff and Café workers.
- Must have sense of urgency and respond quickly to customer and business needs.
- Ability to handle multiple tasks and to complete assignments.
- Able to work well under pressure.
- Maintain the confidentiality of sensitive information.

I have read and understand the requirements above and I am able to perform the essential responsibilities and tasks for this position. I also understand that failure to keep to the above standards could result in written documentation which could lead up to and possible include termination.

Employee _____ **Date** _____

Director _____ **Date** _____

Pastor _____ **Date** _____

