



## BARISTA LEAD

To create an environment of welcome in order to serve our community the way Christ served us.

DEPARTMENT  
GUEST SERVICES

REPORTS TO  
CAFÉ MANAGER

JOB STATUS  
PART-TIME

TYPE OF JOB  
BARISTA

### Personal Responsibilities (Church Leadership Qualifications)

- Agree to conduct yourself on and off the job in such a way as to honor Jesus, demonstrative of spiritual leadership, supporting the Code of Conduct policy and a positive representative of Summit.
- Strive for Summit's Team Values of Health, Focus, Generosity, and Achievable Excellence.
- Agree to the Summit Employee Handbook and Policies, without stipulation or contingency because of behavior.
- Attend and support your local church.
- Review this position's job description at least annually.

### Key Duties:

- Assist with providing leadership for the volunteer Café Team and assist in the team's recruitment, training, and development.
- Help create a clean environment in which food and drinks are served in support of the ministry.
- Lead the Café Team for weekend services and/or events throughout the week as scheduled.
- Assist to ensure that Café Team members are scheduled for participation during key ministry activities at Summit (i.e., weekend services, Adult Life ministry events, etc.).
- Assist Café Manager with implementing Summit's Leadership Development Pathway with the team volunteer members.
- Plan and assist with preparing and/or serving food and primarily drinks served on the church grounds along with clean up afterwards. Drinks and food will normally be served out of the church Café.
- Assist as directed by the Café Manager in purchasing food, drink, or café supplies to be utilized in the Café.
- Regular duties may include one or more of the following: order taking, cashier responsibilities, and cleanup of tables, counters, dishes, utensils, laundry, sinks and appliances and routine maintenance of any Café equipment.
- Clearly understand the cash register procedures to ensure financial accountability.
- Responsible for cash register opening and/or closing and deposit of Café funds during scheduled opening and closing shifts.
- Assist Café Manager with keeping an inventory list of Café supplies and equipment in order to work with the Facilities Director on the timing to replace, repair, or add to the inventory when needed.

**General Responsibilities:**

- Background check required.
- Review with Café Manager/Director/Volunteer Coordinator annually.
- Attend necessary training(s).
- Professional in appearance and clean personal hygiene.
- Adhere to a confidentiality clause.
- Have attended or will attend ROOTED.
- Member of a Community Group.
- Regularly attend weekend worship services.

**Expectations Faith Journey:**

- Baptized
- Growing in Spiritual maturity
- Living a life worthy of the calling (Phil 1:27)
- Pursuing holiness and righteousness in all areas of life.

**Interests & Gifts:**

- Dependable, friendly, hospitable, organized and neat.
- Able to present a positive image.
- Passion for providing a positive and clean experience for guests.
- Ministry gifts of Helps, Administration, Hospitality, and Shepherding

*Summit reserves the right to change job duties at any time. This job description is not designed and should not be construed to include all responsibilities, skills, and abilities associated with the position. This job description is not to be construed to be any form of employment contract.*