

JOB DESCRIPTION

WOODSIDE BIBLE CHURCH

6600 ROCHESTER ROAD TROY, MI 48085

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Position Title:	Bridges Café Director
Department:	Bridges Café
Campus:	Troy
Date:	August 2022
Supervisor:	Assimilation and Outreach Pastor
FSLA Status:	Non-Exempt

Position Profile:

The Bridges Café Director is responsible for all aspects of the Bridges Coffee Ministry at the Troy Campus.

Skill Set:

- Christian leadership and management skills
- Knowledge of product and special equipment
- OCHD health code knowledge
- People skills to serve public and work with suppliers, pastors, volunteers, and church staff
- Teaching/training ability
- Budgeting and organizational skills
- Ability to program and maintain café's computer POS (point-of-sale) system

Competencies:

- Adaptability/Flexibility
- Building and Supporting Teams
- Delegating Responsibility
- Demonstrating Initiative
- Dependability
- Following Policies and Procedures
- Integrity/Ethics
- Interpersonal Skills
- Maintaining Work/Life Boundaries
- Managing Resources
- Servant Leadership
- Teamwork

Experience Qualifications:

- Coffee Ministry and coffee product experience
- Christian managerial and leadership experience with volunteers and public
- Financial and budgeting ability
- Bachelor's degree preferred

Duties and Responsibilities:

- Organizes, schedules volunteers, and coaches weekly Bridges café events
- Proposes yearly budget based on revenue and expenses to the Finance department and oversees approved budget. Seeks Finance department advise throughout year as needed.
- Maintains State of Michigan and Oakland County Health Department (OCHD) Food Service license and regulations, Retail Tax License for Woodside Bible Church kitchen and café, and displays licenses
 - Maintains ServSafe Certification status of PIC "Person In Charge"
- Creates/Maintains for State of Michigan, Oakland County Health Department, FDA:
 - PIC (Person-In-Charge) responsibilities. Physically present and acts as Person-In-Charge when ministry preps/opens/cleans. Trains and retrains volunteers in food safety, as well as:
 - SOPs (Standard Operating Procedures)
 - MSDS (Material Safety Data Sheets)
 - HACCP (Hazard Analysis Critical Control Point)-FDA
 - Michigan Emergency Action Plans - power outages, sewage back-up, fire, flood, etc.
 - CDC/MI Covid rules
- As Certified Manager, accepts responsibility for bi-annual Oakland County Health Department inspections, violations, and corrections, being present for inspections if possible
- Addresses patron concerns and praise:

- Inter-personal, recruitment, product information and transactions/refund management
- Passes on patron compliments and encouragements to volunteers.
- Manages volunteer and paid staff:
 - Managerial:
 - Recruits volunteers and trains them, always ongoing
 - Supervises/coaches volunteers in operations, encourages and build up volunteers
 - Maintains health code and re-trains volunteers in code as needed
 - Recruits, trains, and supervises volunteer assistant managers
 - Recruits, trains, and supervises paid administrative assistant
 - Builds team cohesiveness amongst volunteers, address conflicts
 - Encourages volunteers to take on additional café administrative responsibilities to decrease costs, i.e., pick up baked goods, purchase snacks and pop, etc.
 - Administrative:
 - All volunteer contact, via personal, phone, text, or email
 - Recruits and follows-up with new volunteers
 - Trains/schedules and maintains weekly/monthly volunteer crew assignments
 - Creates weekly individual/group reminder emails to inform and encourage volunteers
- Manages menus:
 - Creates and adjusts menu as needed
 - Tracks food costs and adjusts pricing as needed
 - Creates new products and write recipes; train volunteers on new items/recipes
 - Instructs and oversees Administrative Assistant in purchase of supplies for menu
- Manages maintenance and equipment:
 - Develops and maintains supplier contacts
 - Understands operation of all ministry equipment, ordering or maintaining café equipment as needed including lobby kiosks, cafe tables and chairs in café and Café Annex, signs, etc.
 - Orders cleaning supplies via the Facilities department
 - Works with Facilities department staff to maintain OCHD standards and café equipment (and provides instruction manuals as needed)
- Creates all ministry signage, posters, original photos, working with Communications when needed and budget allows
- Organizes Bridges Café involvement, purchases supplies, schedules volunteers, and leads operation as requested by leadership for special events
- Upon their request, works with staff or coffee ministry volunteers from other Woodside Bible Church campuses as a consultant/advisor for their coffee ministries, extending to non-Woodside churches who request tours or advice

Spiritual Responsibilities:

- Ensures that all actions performed within the context of this job position accomplishes and furthers the mission, vision, and values of Woodside Bible Church (Belong, Grow, Reach)
- Incumbent adheres to the Statement of Faith as established and approved by Woodside Bible Church
- Incumbent is a member in good standing, participates in praying, giving, serving, worshiping and attends special events as an active member of the church

Staff Core Values:

Agree to be in alignment and uphold the core values established for all of Woodside's staff members:

- **Committed:** We model faithfulness to our church family through commitment to worship gatherings, Life Groups, serving, giving, and evangelism
- **Collaborative:** As one church family across many communities, we prioritize collaboration over speed and value the success of other campuses and teams as much as our own
- **Generous:** As a reflection of the generous nature of God, we live generously with our time, talent, and treasure
- **Gracious:** We know that no one is perfect (including us), so we give the same grace we've received to the people we work for and with
- **Positive:** In light of all God's done for us, we choose gratitude and assume the best of others, creating an uplifting place to serve
- **Productive:** Seen or unseen, we do great work with a heart of worship

Disclaimers:

Other duties as required may be added or changed. This job description does not constitute a contract for employment.

PROPOSED REVIEWED BY		DATE	
APPROVED BY		DATE	

