

Pearce Memorial Free Methodist Church  
Position Description – September 2022

Job Title: Common Grounds Café Manager  
Reports to: Food Service Ministry Director  
Position Status: Part-Time, 12 - 15 hours/week  
Purpose: Manage the operation of Common Grounds Café, which includes promoting excellent hospitality by providing quality coffee, other beverages, food and service. This part time position is responsible to schedule and manage all Café staff.

Job Responsibilities and Duties:

- Manage the overall function of the café
  - Determine café business hours and pricing and evaluate at least yearly
  - Develop a weekly barista schedule
  - Comply with all Health Department regulations
  - Maintain café equipment and notify supervisor regarding any servicing needs
  - Perform weekly inventory and place orders from Finger Lakes Coffee Roasters, and purchase other food and drink items the café stocks (BJ's, Wegmans, Costco, and occasionally Amazon)
  - Track income daily and expenses weekly and maintain records of this accounting
  - Maintain procedures, inventory, and recipes
- Supervise all baristas
  - Communication of working schedule
  - Train and field questions/concerns
  - Interview and hire baristas as needed in cooperation with the church office
  - Write and deliver annual performance evaluations annually
- Marketing
  - Market the café, with the church communication team, through events, signage, business cards and other printed materials.
  - Maintain the café's Instagram and Facebook page, creating content and posting often when the café is open
  - Develop new, creative, cost-effective ways to market the café (such as selling goodies from local bakers, targeting Roberts students/faculty) and schedule different deals, promotions, and drink or food specials to run monthly.
- Other tasks
  - Launder café towels/washcloths/aprons weekly
  - Seasonally open and close café - including a deep cleaning
  - Other duties as assigned

Qualifications

- High School Diploma/GED with Associates Degree or College coursework/background preferred

- A committed, growing Christian who supports the mission and ministry of Pearce Church
  - 1-2 years of previous management experience in a retail/customer service setting with barista, food service experience preferred
  - Certified in Food Manager Safety (can be done at start of position)
  - Desired strengths include: organizational skills, attention to detail, cooperative team player, strong communication and interpersonal skills
  - Able to manage multiple responsibilities efficiently.
  - Marketing and business minded extremely helpful.
- Physical Demands
    - While performing the duties of this job, the employee is regularly required to see, talk, or hear. The employee is frequently required to stand, walk, use hands to grasp, handle, or feel and reach with hands and arms. They will occasionally be required to do some lifting (up to 25 pounds). The employee must be able to safely operate food preparation equipment, including items at high temperatures and sharp utensils.

Evaluation and Compensation: The Common Grounds Café Manager reports to the Food Service Ministry Director and will receive an annual performance review by the Food Service Ministry Director. Compensation is reviewed annually by the Administrative Liaison, Personnel Committee, and the Lead Pastor