

Coffeehouse Manager Job Description

Aroma Coffeehouse manager will demonstrate a heart for serving God faithfully through every interaction with co-workers, customers, and vendors. They will have a passion to make Aroma Coffeehouse a thriving business known for its quality in every area of its operation. The ideal candidate will assist with the launching of this venture, have a positive attitude, excellent judgment skills, and exhibit kindness and compassion for others. The candidate will possess the energy and the passion necessary to propel this business forward. Their mindset should align with the vision to inspire others to a devoted relationship with Jesus Christ.

RESPONSIBILITIES

- Oversee the day-to-day operations of the coffee shop
- Handle finances and records of the business as requested by the bookkeeper of Ridgepoint Church
- Observe relevant health and safety standards
- Hire, train, and coordinate the schedules of all employees
- Maintain, order, and receive inventory
- Understand, handle, and maintain all equipment as trained
- Handle payment methods with accuracy and reliability
- Availability during operational hours (may include nights, weekends and holidays)
- Attend board meetings as requested
- Cooperate fully with Volunteer Coordinator and Events Coordinate
- Solve challenges presented by customers, employees and vendors in a God-honoring manner
- Maintain the cleanliness of the coffee shop
- Demonstrate a thorough understanding of all menu offerings
- Prepare and serve food and drinks to meet quality standards
- Serve customers in a courteous and timely manner.

NECESSARY QUALIFICATIONS AND SKILLS

- High School diploma or equivalent
- Food safety certification
- Barista or food service experience
- Basic money handling skills and accounting knowledge
- Use effective communication skills
- Exhibit a strong work ethic
- Ability to adapt to unexpected events and handle multiple priorities

PREFERRED QUALIFICATIONS AND SKILLS

- Associates Degree in Business or Hospitality
- 2 years experience as a barista