

COMPASSION CHRISTIAN CHURCH JOB DESCRIPTION

Position Title	Department	Reports to
Ministry Assistant to Guest Experiences / Café, Event, and Volunteer Support – Henderson Campus	Campus Development	Guest Experiences Leader
Employment Status	FLSA Status	Effective Date
<input type="checkbox"/> Temporary <input type="checkbox"/> Full-Time <input checked="" type="checkbox"/> Part-Time	<input checked="" type="checkbox"/> Non-Exempt <input type="checkbox"/> Exempt	03/21/2022 – cdb/HR

POSITION SUMMARY

To further the mission of Compassion Christian Church by overseeing the Henderson Café during services, coordinating administrative duties for the ministry, and recruiting and equipping café and event logistical volunteers.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Build and oversee an events logistics team of volunteers that help prepare for large service elements and events at the Henderson Campus (i.e. Christmas Lobby Decoration set-up and breakdown)
- May be expected to assist in event support on an as needed basis
- Oversee operation of Henderson Café including set-up and breakdown; works closely with Café volunteers, supervising, scheduling and training
 - Responsible for acquisition, operation, and inventory of all Café supplies and equipment
 - Maintain a clean and welcoming appearance of the Café
 - Responsible for maintenance of all café related machines and equipment
 - Responsible for all cash flow and record keeping of cash register receipts
 - Overseeing POS systems and data entry and providing weekly revenue reports

Expectations & Conditions of Employment

- Carry out the objectives of the Vision & Strategy Team and model a collaborative team mindset
- Exhibits a meaningful and growing personal relationship with Jesus Christ
- Engages in a regular and ongoing (meeting at least monthly) accountability relationship with a staff partner or other approved person
- Recognizes that our work is important and deserves our very best while modeling the Biblical standard of personal conduct and lifestyle as agreed upon in our Team Assumptions
- Supports and adheres to the Mission, Vision, Core Values, and Philosophy of Ministry of CCC, and the Statement of Faith
- Supports and adheres to the policies and procedures found in the CCC Employee Handbook

MINIMUM QUALIFICATIONS

- **Experience:** Must have a minimum of three (3) years of experience in food services preferred, and a minimum one (1) year of food service management required
- **Education:** High School diploma or equivalent (GED) required
- **Knowledge, skills, and gifts:** Candidate must exhibit excellent organizational and interpersonal relational skills. Gifted administrator capable of overseeing the business systems of the Café. Will be able to take and give direction in an effective manner. Candidate must demonstrate a Christ-like attitude in words and actions, being able to work with a wide variety of people. Candidate must be able to problem solve, maintain and protect confidentiality, and have excellent written and verbal skills. Must be a motivated and effective recruiter and manager of volunteers and be able to create a sense of welcome at the Henderson campus. Preferred candidate will have experience utilizing a cash register.

EMPLOYEE ACKNOWLEDGEMENT

All employees of Compassion Christian Church are at-will, as such, are free to resign any time without reason. Compassion Christian Church likewise, retains the right to terminate an employee's employment at any time with or without reason or notice.

Nothing contained in this job description or any other document provided to the employee is intended to be, nor should it be, construed as a guarantee that employment or any benefit will be continued for any period of time. Any salary figures provided to an employee in annual or monthly terms are stated for the sake of convenience or to facilitate comparisons that are not intended and do not create an employment contract for any specific period of time. No manager, supervisor or employee of Compassion Christian Church has any authority to enter into any agreement for employment for any specified period of time or to make any agreement for employment other than at-will.

My signature will acknowledge that I have read and understand the above Job Description. Further, I understand that this Job Description provides position essentials duties, responsibilities, and specifications of the position; that it may be changed at any time to meet the needs of Compassion Christian Church; and, that it in no way constitutes an employment contract or otherwise alters my "employment at will" relationship with Compassion Christian Church.

Reviewed with employee by

Signature: _____ Name (print): _____

Title: _____ Date: _____

Received and accepted by

Signature: _____ Name (print): _____

Title: _____ Date: _____