



Job Description

Title	Hebrews Coffee Shop Supervisor	Status	Part-time (10 hours per week)
Department	Youth Ministry	Reports to	Executive Pastor

POSITION PURPOSE

Oversee all aspects of the coffee shop to create a fun and comforting atmosphere in order to fulfill Hope Lutheran's mission... "to encourage all people to know the love of Christ."

POSITION RESPONSIBILITIES

- Supervise and coordinate youth workers
 - Recruit, communicate and organize volunteers, create a schedule and fill in when needed
 - Train youth in customer service and how to work in the shop by working one shift with each student
 - Take an interest in students lives and how they are doing
 - Communicate with students via Facebook or text about specials, new information, or policy changes
 - Encourage youth to actively participate and be creative with the menu and specials
- Manage shop's operations
 - Check inventory, order supplies and unpack boxes once a month
 - Order milk weekly, wash towels, and other small housekeeping duties
 - Create ads to go into bulletin, coupons, and monthly special recipes
 - Change specials board each month (including portable one)
 - Track the hours, sales, and expenses on an excel spreadsheet
 - Complete money counting sheet, take deposit to the bank, and pickup bag
 - Determine if shop should be open for certain special events
- Communicate with other Hope Lutheran staff
 - Email communication team bulletin ad
 - Coordinate with the finance director regarding coffee shop invoices, timesheets and monthly financials
 - Communicate with baking volunteer regarding food items sold and youth to assist

REQUIRED SKILLS AND ABILITIES

- ❖ Committed to the mission of Hope Lutheran Church and participation in the life of the congregation
- ❖ Strong leadership skills
- ❖ Good organizational and communication skills
- ❖ Outgoing and hospitable
- ❖ Strong relational skills with youth

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Disclaimer

The above statements are intended to describe the general nature and level of work being performed by people assigned to this classification. They are not to be construed as an exhaustive list of all responsibilities, duties, and skills required of personnel so classified. All personnel may be required to perform duties outside of their normal responsibilities from time to time, as needed.

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