



POSTION: Holy Grounds Helper

FLSA: Non-exempt

REPORTS TO: Holy Grounds Manager

PT: 4-6 hrs/week

Updated: November 2019

JOB PURPOSE: A Holy Grounds Café woker is sought to work at King of Kings Holy Grounds Cafe. This job will begin with approximately 4-6 hours per week. Tasks will include customer service, using cash register, learning about & performing equipment operations, developing customer relationships, practicing food safety and sanitation, maintaining cafe cleanliness, organization, and making a variety of cold and hot beverages.

PRIMARY DUTIES AND RESPONSIBILITES:

- Providing customer service to members and visitors of King of Kings with fresh coffee and baked goods.
 - Practice and train food safety in preparation, serving and storing
 - Reconcile cash register and prepare weekly deposit
 - Stock and rotate inventory to maintain freshness
 - Provide clean, safe and friendly environment.
 - Inform Holy Grounds manager of any necessary repairs, maintenance or supplies needed.
 - Develop relationships within coffee shop customers and members of the congregation.
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REQUIRED SKILLS:

Ability to work effectively in a multi-tasking and team-oriented environment
Able to work constructively under stress
High level of customer service skills
Effective communication skills
Attentive to detail
Conflict resolution skills
Ability to be flexible in schedule

PREFERRED QUALIFICATIONS:

Experience in a coffee shop setting
Food safety and serving experience

