

Holy Grounds Café Manager

King of Kings Lutheran Church, Woodbury, MN

About the Role

The Holy Grounds Café Manager supports the daily operations of the café ministry at King of Kings Lutheran Church. This role combines hospitality, leadership, and operational excellence to create a welcoming and Christ-centered environment for members, guests, and the broader community. This position begins at approximately 10–15 hours per week, with the opportunity for increased hours and responsibility over time. The Manager will be trained in all aspects of café operations, including beverage preparation, equipment use and maintenance, inventory management, and staff support. The ideal candidate is service-oriented, organized, and passionate about creating meaningful connections through hospitality.

Hours & Location

Approximately 10-15 hours per week including Sundays

Reports to:

Director of Hospitality

What You'll Do

Café Operations

- Prepare and serve a variety of high-quality hot and cold beverages and light food items
- Ensure consistent product quality and presentation standards
- Maintain cleanliness, organization, and overall appearance of the café
- Operate and maintain café equipment; coordinate routine maintenance and repairs
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Hospitality & Customer Experience

- Provide exceptional, friendly customer service to all guests
- Foster a welcoming, inclusive, and Christ-centered environment
- Build relationships with members, visitors, and volunteers through intentional engagement
- Model and promote "Gospel Hospitality" in all interactions

Staff Support & Leadership

- Supervising, scheduling, and training café staff and volunteers
- Provide ongoing coaching to ensure excellent service and teamwork
- Support a positive, respectful, and collaborative team culture

Inventory & Financial Oversight

- Monitor inventory levels; stock and rotate products to ensure freshness
- Assist with ordering supplies and managing vendor relationships
- Reconcile cash register transactions and prepare deposits accurately and timely
- Support cost control efforts and identify opportunities for efficiency

Health, Safety & Compliance

- Follow all food safety, sanitation, and handling guidelines
- Ensure compliance with local health regulations and church policies
- Maintain a clean, safe environment for staff and guests

Who We're Looking For

- Strong customer service and interpersonal skills
- Ability to multitask and work effectively in a fast-paced, team-oriented environment
- Effective communication and leadership abilities
- Strong organizational skills with attention to detail
- Ability to remain calm and constructive under pressure
- Flexibility in scheduling, including weekends and special events
- Ability to train, support, and motivate team members
- Problem-solving and conflict resolution skills

Preferred Qualifications

- Experience in a café, coffee shop, or food service environment
- Previous supervisory or management experience
- Experience in a church or ministry setting
- Basic financial reconciliation or cash-handling experience
- Food safety certification (or willingness to obtain)
- Culinary or hospitality-related education or training

Physical Requirements

- Ability to stand for extended periods
- Ability to lift up to 25 pounds
- Ability to operate café equipment safely

Our Mission

- Centered on God, our mission is to feed physical hunger, spiritual hunger, and our hunger to be in community.

How to Apply

- Email cover letter and resume to Dianne @ dianne.johnson@kingofkingswoodbury.org