

## Job Description

<b>Position</b>
Hospitality Coordinator for Coffee Cart- Part Time (20 hours)
<b>Reports to</b>
Director of Staff
<b>Relates closely with</b>
<ul style="list-style-type: none"><li>● Director of Operations</li><li>● Executive Director</li><li>● Volunteers</li><li>● Staff</li></ul>
<b>Qualifications</b>
<ul style="list-style-type: none"><li>● Leadership experience</li><li>● 1-2 years work experience</li><li>● 6+ months of experience as a barista</li></ul>
<b>Skills</b>
<ul style="list-style-type: none"><li>● Highly Organized</li><li>● Experience executing and managing systems</li><li>● Excellent problem-solving skills associated with hosting and planning events</li><li>● Enjoys connecting people to resources</li><li>● Willingness to learn and/or experience as a barista</li><li>● Ability to learn and problem solve</li><li>● Ability to multitask and maintain effective at time management</li><li>● Work well on a team</li><li>● Efficient</li><li>● Creative</li><li>● Comfortable in high pressure/fast-paced events</li><li>● Highly relational</li><li>● A mind for community outreach and networking</li></ul>
<b>Character Traits Required for Role</b>
<ul style="list-style-type: none"><li>● Honest</li><li>● Patient</li><li>● Disciplined</li><li>● Cooperative</li><li>● Flexible</li></ul>

- Tenacious
- Faithful
- Empowering
- Committed
- Teachable
- Adaptable

### **Fundraising Goals & Expectations for Role**

- Willing to and able to raise a part-time salary by recruiting a personal support team within 2 months.
- Willing to work with team on all Fundraising events

### **Job Responsibilities**

- Communicate via phone and FaceTime with customer service representatives from coffee vendors as needed
- Create and Execute plans for events, specifically coffee cart events
- Manage coffee cart booking system, contracts, and communication
- Complete training as a barista as needed or requested
- Attend staff meetings once a month
- Regularly meet with the Director of Operations to improve and maintain quality control of the coffee cart ministry.
- Lead training for staff members and volunteers who will work the coffee cart
- Regularly network and build connections with potential coffee cart clients
- Maintain working relationships with former/current coffee cart clients
- Lead team of volunteers and staff at each coffee cart event
- Manage and maintain coffee cart booking and schedule
- Weekly management and organization of coffee supply inventory
- Create a welcoming and easily approachable environment at each coffee cart event.
- Pray over people at events as needed or requested
- Connect people to resources at Lane of Roses and other local ministries
- Availability to work weekends as needed
- Obtain food handlers license
- Be willing to collaborate with staff on events such as retreats
- Be willing to complete tasks outside of job description as necessitated by the ministry as a whole

## Qualifications

- Leadership experience
- 1-2 years work experience
- Experience as a barista desired

## Skills

- Highly organized
- Experience executing and managing systems
- Excellent problem-solving skills associated with hosting and planning events
- Enjoys connecting people to resources
- Ability to learn and problem solve
- Ability to multitask and maintain effective at time management
- Works well on team
- Efficient
- Creative
- Comfortable in high pressure/fast-paced events
- Highly relational
- A mind for community outreach and networking

## Character Traits

- Honest
- Patient
- Disciplined
- Cooperative
- Flexible
- Tenacious
- Faithful
- Empowering
- Committed
- Teachable
- Adaptable

## Fundraising Goals & Expectations

- Willing to and able to raise a part-time salary by recruiting a personal support team within 2 months

- Willing to work with team on all fundraising events

#### Job Responsibilities

- Communicate via phone and video call with customer service representatives from coffee vendors as needed
- Create and execute plans for coffee cart events
- Manage coffee cart booking system, contracts, and communication
- Complete training as a barista as needed or requested
- Attend staff meetings once a month
- Regularly meet with the Director of Operations to improve and maintain quality control of the coffee cart ministry
- Lead training for staff members and volunteers who will work the coffee cart
- Regularly network and build connections with potential coffee cart event
- Manage and maintain coffee cart booking and schedule
- Weekly management and organization of coffee supply inventory
- Create a welcoming and easily approachable environment at each coffee cart event
- Pray over people at events as needed or requested
- Connect people to resources at Lane of Roses and other local ministries
- Availability to work weekends as needed
- Obtain food handlers license
- Be willing to collaborate with staff on events such as retreats
- Be willing to complete tasks outside of job description as necessitated by the ministry as a whole