



## **Crossway Café Manager**

### **General Position Overview**

The Café Manager at Crossway Church is responsible for overseeing and leading the Crossway Café in a way that honors God and supports the church's mission of making disciples of Jesus Christ. This role involves managing café operations, supervising staff, and ensuring excellent service.

### **Key Responsibilities**

#### **Staff Supervision & Scheduling**

- Work with the co-manager to recruit volunteers and schedule them to work in the café.
- Oversee all scheduled café workers
- Ensure all café workers represent Crossway Church well.

#### **Café Operations**

- Oversee the preparation and serving of coffee on Sunday mornings, plus other scheduled times.
- Maintain a clean and organized café environment, ensuring proper cleaning procedures are followed after each shift.
- Restock supplies and ensure the coffee bar is ready for service.

#### **Payment & Inventory Management**

- Ensure only designated café workers handle payment processing and cash transactions.
- Maintain accurate inventory records for book sales and reconcile them with transactions.
- Balance the cash register at the end of the day, ensuring a \$100 cash reserve in the envelope.
- Secure sales revenue in the designated locked drawer.

#### **Reporting Structure**

- Reports to the Executive Pastor.

#### **Work Schedule**

- **Café Operating Hours:** Sundays, 8:00 AM – 12:45 PM, plus other scheduled times.

- Manager needs to arrive at 7:30am to begin preparations

**Status**

- Part-time