



Job Title: Barrington Café Coordinator (Part Time 20 Hours)

Reports To: Associate Pastor

Purpose: The Café Coordinator is a campus-specific position that exists to help our campus grow in numbers by leading and administering the ministries of hospitality related to the Café.

Responsibilities:

- Provide overall leadership and management of the Café during the weekend services with a view toward providing an exceptional guest experience, as well as a place for fellowship in Christ.
- Lead the recruiting, training, and scheduling of volunteers, building multiple teams of volunteers and team leaders to maximize the effectiveness of the Café Ministry.
- Supports other weekly church ministries to create environments for outreach and connections, including funerals and weddings.
- Oversee all aspects of running the Café including food and drink preparation, decor, restocking supplies and delivery of goods to the Café.
- Research and manage current regulations relating to Health and Safety at Work, Food Handling and Hygiene Regulations, Fire Fighting equipment and other precautions.
- Contribute to the successful implementation of new cafe developments and other duties as assigned by the Associate Pastor.

Qualifications:

1. Ability to organize, analyze and execute multiple tasks within projects and assignments in a timely and accurate manner.
2. Experience developing and leading volunteer teams.
3. Demonstrated ability to exercise discretion and good judgment in personal contacts.
4. Ability to communicate and interact effectively with management, attendees, and volunteers.
5. Demonstrate professionalism through appearance, attitude, and loyalty.
6. Self-motivated and able to initiate projects and work independently.
7. Computer literate to complete necessary tasks within software applications.
8. Positive and supportive attitude.
9. Available weekends and evenings.
10. Food service experience a plus.

To apply for this position, call Michelle Brza, HR Coordinator, at 847.852.2225 or send your cover letter and resume to HR@theorchardefc.org.