

**JOB TITLE:** CPSM Coffee Shop Manager  
**DEPARTMENT:** Student Ministries  
**REPORT TO:** High School Director  
**DATE REVISED:** February 3, 2020  
**CLASSIFICATION:** Part Time / Temporary / As Needed

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**POSITION PURPOSE:**

- ❖ The ChangePoint Student Ministries (CPSM) Coffee Shop Manager position is responsible for managing the student coffee shop, scheduling, restocking, and working alongside the High School Director. They must also be respectful to fellow students and a positive example of CPSM.

**ESSENTIAL DUTIES AND RESPONSIBILITIES:**

- ❖ Work one Sunday shift a week or more if necessary
- ❖ Be present to open and close the coffee shop on Sundays
- ❖ Keep coffee shop clean and in a way that represents the student ministry well
- ❖ Schedule and assign roles to Sunday service volunteers
- ❖ Schedule volunteers for other days or events the coffee shop is open
- ❖ Do a weekly inventory of supplies and restock as necessary
- ❖ Keep track of sales and expenditures as well as turning in receipts weekly
- ❖ Have a weekly meeting and be in good communication with the High School Director
- ❖ Other duties as assigned

**JOB SPECIFICATIONS:**

- ❖ Be active in the student ministry and represent the Character of Christ to your peers
- ❖ Ability to communicate and motivate volunteers
- ❖ Have a reliable means of transportation
- ❖ Self-starter and highly motivated
- ❖ Must be dependable
- ❖ Must have a current and valid food handlers card
- ❖ Knowledge of drink preparation and all menu items