



# POSITION PROFILE

## MINISTRY

**Campus Services**

## POSITION

**Food Services - Café Staff**

### THE ROLE

The Café Staff role exists to provide an exceptional Christ honoring experience at the CSC café for our guests and volunteers.

The role requires strong interpersonal, organizational and leadership skills to work with and lead a team of volunteers. The position is primarily on weekends.

This is a fast paced service orientated role. Minor food prep is involved and must have basic computer skills. 1-2 years of related work experience is an asset. Training is provided.

### KEY RESPONSIBILITIES

- Prioritize tasks and meet deadlines while working alone or with volunteers in a hands on leadership capacity.
- Be an active part of a team which focuses on service excellence and growth.
- Maintain a clean environment and be aware of basic cafe needs including: maintaining a food safe environment, prepping / stocking ahead, rotating stock, aware of inventory levels.
- Understands the mandate and goal of developing teams of volunteers to assist in accomplishing the tasks of the day from a ministry perspective
- Create a sense of “team” while working in the Food Service Ministry.
- Provide a confident and positive face to external and internal customers.
- Be an engaged, active leader.
- Ensure all café / catering processes and procedures are being followed in a safe manner
- Assist in Attracting, empowering, developing and retaining volunteers to support the food operations ministry through creating a positive environment.

### REQUIREMENTS

- It is an asset to have relevant hospitality industry or similar experience.
- Understand, support and live out CSC’s Membership Covenant and Statements of Faith
- Adherence to CSC’s mission and vision, and uphold the Personnel Policies, Code of Conduct, Job Performance Expectations, Team Values, Lifestyle Agreement and Staff Expectations of CSC.
- Assist in the fulfillment of food service requirements as needed for all internal (ministry areas) and external (events, meetings, conferences) customers at all CSC locations through effective processes as established by the Director of Food Services.
- Follow through with guests, creating positive experiences and repeat customers as well as working with the Director of Food Services to resolve any service related complaints or challenges.
- Flexibility is an asset, shifts may vary dependent on business.
- Serve in other capacities as requested by the Director of Food Services.
- Must be able to lift up to 40 pounds.
- Must be fluent in spoken and written English.
- Assist in maintaining inventory level controls, rotation, and storage.
- Adherence to CSC’s mission, vision and lifestyle agreement is required.

## POSITION

Part time

## SUPERVISOR

Director of Food Services

## POSITION SALARY

According to CSC salary guidelines