

CrossRoads Café Coffee Shop Ministry of Episcopal Church of the Good Shepherd, Athens, OH

### **Manager/Barista Job Description**

CrossRoads Café is a ministry of the Episcopal Church of the Good Shepherd. The purpose of CrossRoads is to participate in the local economy in a way that embodies the values of the Episcopal Church. We operate on a pay-it-forward model and endeavor to be a welcoming safe environment for all people. You do not have to be a person of religious faith to work with us. However, you may be asked questions about the church, and we will help you respond to them as best we can.

We provide paid training sessions.

Hours: 9:00 am – Noon Monday – Friday Sunday 10:00 am -11:30 am/noon

Pay: \$12 per hour

Tasks:

- Open and Close daily (move signs, turn on/off machines, unlock/lock doors, move equipment into position, clean machines etc.)
- Prepare espresso machine and “dial-in” beans.
- Prepare and Brew coffee and prepare iced drinks.
- Update signs for coffee of the day.
- Make and serve all coffee and tea drinks, including espresso drinks.
- Make coffee sale/pay-it-forward transactions, including making change.
- Keep track of daily sales and other appropriate information as requested.
- Converse appropriately with customers, other church staff, and volunteers.
- Keep track of supplies (i.e. coffee beans, tea, milk, sugar, cups, etc.) and notify appropriate person when more is needed.
- Remove trash and compost daily.
- Communicate with the Rector, who is the person in charge of all employees at the church, at least once a week.
- Schedule and Train Baristas and Volunteers when needed.
- Other small tasks as appropriate.

Contact the Rev. Deborah Woolsey at [revdebwoolsey@gmail.com](mailto:revdebwoolsey@gmail.com) if interested.