

POSITION DESCRIPTION

Position Information	
Job title: Barista	Reports to: Cafe Lead
Working with: The Grainery Care Team	2nd level report: Charity Manager
Job Description <input type="checkbox"/> New <input checked="" type="checkbox"/> Updated	Date updated: June 2024
Key Relationships: <ul style="list-style-type: none"> Grainery Care staff and volunteers, Cafe 252 customer base 	Hours per week: 1+ days/week
<p>Primary Purpose: With a serving heart, implement the daily operation of Cafe 252 creating fellowship, great food and drinks as an outreach to the community. Tasks include:</p> <ul style="list-style-type: none"> Making coffees & drinks, Preparation of food Receiving deliveries & rotation of stock Maintaining hygiene and food safety requirements Regularly alerting Cafe Lead of stock (order requirements) Working with and supporting volunteers - culture and tasks Ensuring overall café presentation and culture Running POS Contributing to menu updates Supporting Cafe Lead as needed (e.g. contacting suppliers) 	
<p>Key Accountabilities:</p> <ul style="list-style-type: none"> Supervising culture & effectiveness (self & by supporting volunteers) Following standard operating procedures & ensuring high quality output Maintaining supply levels by reporting appropriately Completing the EOD takings report (including handling cash) 	

Job Specific Skills, Knowledge & Qualifications, Experience

Skills	<p>Essential:</p> <ul style="list-style-type: none"> Interest in and passion for Grainery Care and serving the community Creative abilities in hospitality ministry Efficiency on coffee machine Effective communication Strong and kind interpersonal skills Ability to work effectively within a team
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Subject: Position Description	Owner: HR	Job Family: Cafe 252
Issue Date: November 2022	Version: 1.0	Page 1 of 2

	<ul style="list-style-type: none"> • Creative thinking and problem-solving abilities • Desire to develop and maintain positive relationships with centre staff and volunteers • High standards of hygiene and food handling • Willingness to support volunteers, understanding the challenges that come with this • Willingness to take instruction from the Cafe Lead and Charity Manager • Positive outlook
Knowledge & Qualifications	<p>Essential:</p> <ul style="list-style-type: none"> • Barista training • Hold a current food safe handling certificate <p>Desirable:</p> <ul style="list-style-type: none"> • Qualifications in food preparation
Experience	<p>Essential:</p> <ul style="list-style-type: none"> • Experience in hospitality industry • Experience in sharing the heart of Jesus through serving and hospitality ministry <p>Desirable:</p> <ul style="list-style-type: none"> • Experience in working with volunteers

Staff Expectations

- Relationship and commitment to Jesus Christ.
- Total commitment to Grainery Care and its vision.
- Be a person of prayer, with strong personal devotional practices.
- Endorse and encourage faithfulness towards the practices of the Christian faith and the culture of Grainery Care.
- At all times act at a high standard of professional behaviour.
- Not act, or be seen to be acting, in conflict with the best interests of the Charity.
- Be an active part of special charity events.
- Show respect to all Grainery Care areas, always working alongside others towards the greater vision of the charity. This includes being respectful of all centre resources and spaces.
- Always strive for clear and reliable communication internally within own team, and externally in communicating with all volunteers and staff of the charity.
- Practice responsible time-management.
- Demonstrate effective, productive, and kind work practices.
- Follow the Standard Operating Procedures of the cafe, reporting to the Cafe Lead when tasks cannot be completed in an appropriate manner or time-frame.
- Comply with all policies and procedures of the centre and the charity.
- Follow and work within all legal procedures and processes, including diligently taking responsibility for any WH&S and Child Protection concerns within the cafe ministry.
- Adhere to the Grainery Care Code of Conduct at all times.
- Follow the Grainery Care Volunteer & Staff Agreement, and encourage the team to do so.

Subject: Position Description	Owner: HR	Job Family: Cafe 252
Issue Date: November 2022	Version: 1.0	Page 2 of 2