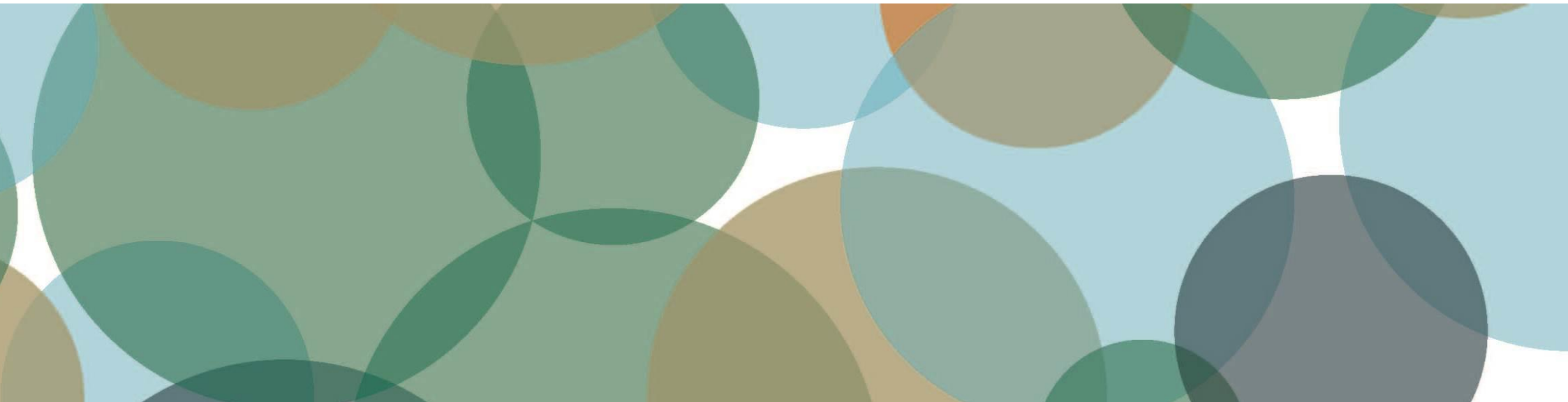


# Position Charter

Coffee Shop Co-Ordinator  
Mackenzie Campus



Reports to: Ministry Services Director  
 Purpose: Oversee the operation of Gateway Mackenzie's Coffee Shop and Coffee shop volunteers.  
 Load: 15 hours/week (initially Friday and Sunday with a view to open Tuesdays and/or Wednesdays)  
 Updated: March 2018

Key Result Areas (responsibility)	Key Result Objectives (outcomes)	Vital Sign (measure)
<b>Coffee Shop Operation</b>	<ul style="list-style-type: none"> <li>• Efficient service of coffee and food during key ministry times</li> <li>• Maintain all Food Safety and Safe Workplace requirements</li> <li>• Create a welcoming environment and a place of connection</li> <li>• Co-ordinate all aspects of cash handling and POS reconciliation</li> </ul>	<ul style="list-style-type: none"> <li>• Increased sales YOY</li> <li>• Food Safety Compliance</li> </ul>
<b>Sunday Connection</b>	<ul style="list-style-type: none"> <li>• Roster and train volunteers who are responsible for the set-up, maintenance and pack down of our free tea and coffee trolley and our barista coffee cart during Sunday morning services.</li> <li>• Roster and train volunteers to efficiently operate the coffee shop after our 8am and 10am services every Sunday</li> </ul>	<ul style="list-style-type: none"> <li>• Number of volunteer leaders and teams</li> </ul>
<b>Menu Development and Pricing</b>	<ul style="list-style-type: none"> <li>• Redevelop the coffee shop menu with high quality items that suit the constraints of busy service periods</li> </ul>	<ul style="list-style-type: none"> <li>• Increased sales YOY</li> </ul>
<b>Recruit and train volunteers</b>	<ul style="list-style-type: none"> <li>• Recruit and train leaders and volunteer teams to assist with all aspects of coffee shop operation including set up, food preparation and serving, barista coffees, cash handling, cleaning and pack down.</li> </ul>	<ul style="list-style-type: none"> <li>• Number of volunteer leaders and teams</li> </ul>