



## WEST RIDGE CHURCH

### ***World Café Coordinator***

#### **ROLE SUMMARY**

The World Café lead will be responsible for leading West Ridge Church's World Café which serves hot and cold drinks for a purpose - using all proceeds to help build wells in Burkina Faso, Africa. The lead will oversee team member scheduling for all three Sunday services, track and order inventory during the week, and serve as a leader/shepherd to the café's team members.

#### **JOB DESCRIPTION**

- Create weekly serving schedule for three Sunday services and 26 positions
- Keep track of inventory and order supplies
- Order the weekly Walmart delivery order
- Receive weekly Walmart delivery and restock for Sunday
- Maintain and develop relationships with team members and coaches via coffee or lunch meetings and texts to check in
- Coordinate care for those on team during family/health crisis
- Oversee either the 9 a.m. or 11 a.m. church service at the café (serve a service, attend a service)
- Ensure the proper closing/cleaning at 1 p.m. during the 12:45 p.m. service

#### **JOB REQUIREMENTS**

- Person shall be a mature follower of Jesus Christ who embraces the mission of the World Café to provide financial resources to build life-sustaining wells in the African country of Burkina Faso.
- Leadership/shepherding experience is a plus as position calls for recruiting, training and leading team members to staff the café for each of the church's three Sunday services and maintaining and developing relationships with café coaches and team members.
- Person must be gifted in administration and be detail oriented as it relates to weekly staffing, taking café inventory each week and ordering necessary supplies.
- Position will report to the church's outreach pastor

**Schedule:** 2-3 days / week - Sundays when the café is open and one or two days to fill team member shifts and assess, order and receive inventory.

**Average Hours/Week:** 15-20 hours a week

**Status:** Part time

**Reports to:** Kevin Bloye