

# the branch

sharing coffee • sharing life

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Dear Applicant,

Thank you for your interest in working with The Branch to create a place for the community to enjoy coffee, food, and conversations while empowering personal, social, and spiritual growth. We are looking for individuals who are willing to partner and invest with us in serving the people of Fairmount and surrounding communities.

This application serves to provide you with information about our working conditions, and policies affecting your employment. You should read, understand, and comply with all provisions within this employment application. Our objective is to provide an environment that is conducive to both personal and professional growth.

We have tried to anticipate every circumstance and question that may arise related to this employment but we also understand that as The Branch continues to grow the need may arise to revise, supplement, or rescind policies or portions of the policy as we deem appropriate. The only exception to any change is our employment-at-will policy permitting you or The Branch to end our relationship for any reason at any time. Employees will be notified of such changes as they occur.

The Branch is a ministry extension of the Wesleyan Church and is operated by Fairmount Wesleyan Church. All employees of The Branch are therefore hired and paid by Fairmount Wesleyan Church.

The purpose of The Branch is to become a place for people in Fairmount and its surrounding communities to share coffee and share life. The Branch is both a café and a community center.

**As a café or coffeehouse**, we want The Branch to be known for serving healthy, high quality food and drinks with integrity. To do this, our employees will need to be knowledgeable about the food and drinks we serve so they may best serve the customer.

Our desire is to have an atmosphere that is warm and inviting so those who enter the building will want to sit and stay awhile, sharing their lives with friends and family. Playing an integral role in the atmosphere, we want our café employees to be engaged with our patrons, to be the smiling face, and to be a listening ear.

**As a community center**, we want The Branch to be known as the place to come for opportunities to improve upon one's life personally, socially, or spiritually. Our employees who lead any trainings, courses, or groups will need to do so with integrity, always looking out for the needs of the participants and how we might best serve them.

We also want the atmosphere to be a place where people want to come to enrich their lives.

If you want to take part in empowering people in Fairmount or providing a place for community members to come and get good food and coffee, please fill out this application and return it to The Branch at 108 S. Main Street, Fairmount, Indiana. Applications will be kept on file for 30 days.



## JOB DESCRIPTION

### Summary:

The Branch is hiring individuals part-time who will be cross-trained to work as a barista and/or a kitchen assistant. Cleaning and organization of the facility and equipment. Able to work well with others to serve our customers and guests.

### Essential Duties and Responsibilities:

- Perform tasks assigned with quality, integrity, and professionalism
- Understand policies and procedures related to health codes and building usage
- Assisting in creating an atmosphere for our customers where they feel welcomed and valued
- Develop barista skills related to but not limited to:
  - Making hot and cold drinks (coffee and non-coffee)- follow recipes closely
  - Serving food
  - Keeping bar area and equipment clean
  - Running cash register
  - Keeping front of the house stocked with supplies
  - Cleaning front of the house tables and chairs, trash receptacle, etc.
- Develop kitchen skills related to but not limited to:
  - Prepare items for use in the kitchen
  - Assemble sandwiches – follow recipes closely
  - Make soups and salads – follow recipes closely
  - Keep kitchen, equipment, & dishes clean
  - \* Keeping back of the house stocked with supplies
- Assist with opening and closing
- Assist with loading and unloading of inventory
- Keep the facility clean and inviting to guest's:
  - Sweep/mop floors \*\* Take trash to the dumpster \*\* Clean restrooms \*\* Set up/tear down tables and chairs

### Expectations:

- Acts as a role model within and outside of The Branch
- Demonstrates and models' strong interpersonal skills to handle sensitive and confidential situations
- Maintains a positive and respectful attitude
- Adheres to policies and procedures of The Branch
- Communicates regularly and directly with managers regarding ideas, problems, concerns
- Demonstrates flexibility and time management
- Maintains knowledge of the industry trends

### Qualifications:

To perform this job successfully, an individual must be able to perform each essential duty satisfactory. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Valid driver's license and must be insurable.
- Have reliable transportation to and from work.
- Ability to read, analyze, and interpret reports, recipes, procedures and other documents. Ability to respond to common inquiries or complaints from employees, customers, regulatory agencies, or members of the business community.
- Ability to add, subtract, multiply, and divide in all unit of measure, using whole numbers, common fractions, and decimals. Ability to compute ratios and percentages.
- Ability to apply principles of logical thinking to a wide range of intellectual and practical problems. Ability to deal with nonverbal symbolism (recipes, instructions, procedures). Ability to deal with a variety of abstract and concrete variables.
- Physical Demands: While performing the duties of this job the employee is regularly required to use hands to finger, handle, or feel and talk or hear. Responsibilities may require standing, walking, sitting, using stairs, carrying and lifting (<25lbs), balance, stooping, kneeling, and to reach with arms and hands. Visual abilities required by this job include close vision, distant vision, color vision, peripheral vision, and ability to adjust focus. The noise level in the work environment is usually quiet but the use of equipment, sound system, large crowds could change the noise level.
- The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

## EMPLOYMENT APPLICATION

### PERSONAL INFORMATION

Name (Last)	First	M.I.	Home Phone (     )     -
Address	City	State	Zip
Email	Cell Phone (     )     -	Emergency Contact Person/Phone	
Are you a citizen of the U.S. or do you have the legal right to work in the U.S.? <input type="checkbox"/> Yes <input type="checkbox"/> No		Are you sixteen years of age or older? <input type="checkbox"/> Yes <input type="checkbox"/> No	
Are you eligible for a work permit? <input type="checkbox"/> Yes <input type="checkbox"/> No			

### POSITION

Please list any skills or previous training you've had that would benefit your employment at The Branch:


### AVAILABILITY

*Please indicate the times you are available to be scheduled.*

	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
MORNINGS							Closed
AFTERNOONS							
EVENINGS							
Comments							
Start Date Availability: _____			Approximately How Many Hours Per Week Are You Available to Work: _____			Preference: Barista    Kitchen    Either	

### NON-FAMILY PERSONAL REFERENCES

Name	Relationship:
Address:	Phone #:
Name:	Relationship:
Address:	Phone #:
Name:	Relationship:
Address:	Phone #:

## WORK HISTORY

Company Name		Supervisor:
Address:		Position:
Dates Employed:	Reason for leaving:	

Company Name		Supervisor:
Address:		Position:
Dates Employed:	Reason for leaving:	

Company Name		Supervisor:
Address:		Position:
Dates Employed:	Reason for leaving:	

## AGREEMENT & SIGNATURE

I understand the purpose of this application is to best align my gifts, passions, skills, and experience I have with the needs of The Branch as it seeks to fulfill its mission to be “a place for the community to enjoy coffee, food, and conversations while empowering personal, social, and spiritual growth.” \_\_\_\_\_ (please initial)

As a café and community center The Branch must operate within rules and codes placed on us by the fire marshal and the health department. Because of this and our desire to serve our community with excellence the applicant will need to go through the appropriate training in order to fulfill the responsibilities of their employment. If the applicant understands and agrees to needed training, he/she will initial here: \_\_\_\_\_

I understand the submission of this application does not automatically guarantee employment for The Branch, but that I must first complete the appropriate interview, orientation, and training sessions. Further, I understand there may be certain qualifications I must meet, including but not limited to the acceptance of established policies and procedures before I may begin working. \_\_\_\_\_

I understand The Branch is owned by the Wesleyan Church. The Church enjoys the full protection of the United States Constitution, and all other applicable State and local laws. The Church reserves the right to restrict the use of its facilities to activities which are consistent with the Church’s religious beliefs and The Discipline of the Wesleyan Church.  
\_\_\_\_\_

The Federal Unemployment Tax Act exempts religious congregations from participating in unemployment insurance programs. Therefore, all employees of the church, including those working at The Branch, are not eligible for unemployment benefits. \_\_\_\_\_

I have read the job description in its entirety. \_\_\_\_\_

I certify that the answers given on this application are true and complete to the best of my knowledge.

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

*Please return this completed application to The Branch, 108 S Main St, Fairmount, IN 46928*

*OFFICE USE ONLY: App submission date: \_\_\_\_\_*