

Hills Cafe Manager

CHURCH MISSION—The mission of Hills Church is to make disciples (Matthew 28:19-20). Our strategy to accomplish this is to mobilize disciple-makers that live, “Follow me as I follow Christ!” (1 Corinthians 11:1)

POSITION OVERVIEW

The cafe manager oversees the operations of the Hills Cafe, ensuring it operates smoothly as a welcoming space for fellowship, hospitality, and discipleship. This position combines practical management with a heart for service—creating an inviting environment that supports the Church’s missions of discipleship while maintaining excellence in customer service, product quality, and volunteer/staff coordination.

GOALS & EXPECTATIONS

- Oversee cafe operations including opening/closing procedures, cash handling, and inventory management
- Recruit, train, and schedule cafe staff and volunteers
- Ensure a welcoming, Christ-centered atmosphere for guests and patrons
- Maintain a high standard of cleanliness, food safety, and compliance with health regulations
- Manage menu offerings, product purchasing, and vendor relationships
- Monitor budgets, sales, and expenses
- Coordinate cafe operations during church services and special events
- Foster teamwork, spiritual discipleship and professional growth among cafe volunteers and staff
- Collaborate with other ministry departments to support church events and hospitality needs
- Participate in Staff Meetings and function as a member of the Hills Church Staff
- This position requires attendance for Christmas and Easter Services
- Other duties as assigned

Reports to: Associate Pastor

Supervises: Cafe Staff & Volunteers

COMPENSATION & COMMITMENT

This position is an \$18/hour 10-hour per week part time position

Employee Signature: _____ Date_____

Supervisor Signature:_____ Date_____

New Mexico is an at-will employment state. Employees may leave their role or be terminated from their role at any time. Hills Church is a non-profit 501c3 organization. Some Equal Employment Opportunity (EEOC) rights for employees of religious organizations differ from rights for non-religious organizations. Employees for non-profit 501c3 organizations do not qualify for unemployment. For questions related to 501c3 employment rules and regulations, ask your interviewer or the business office at Hills Church.