

COVENANT CHURCH

Café Coordinator

Position Overview:

The Café Coordinator plays a vital role in helping Covenant Church create a welcoming environment through biblical hospitality. This position leads our café ministry, supports Sunday morning hospitality, and coordinates food and beverage needs for church-wide events. More than just managing coffee and snacks, this role helps cultivate a space where people feel seen, served, and at home.

Responsibilities

Sunday Morning Oversight (2-3 Sundays/month):

- Work Café 2-3 Sundays a month (approx. 4.25 hours per Sunday) during both services
- Oversee café operations and connect with each rotation of café team volunteers quarterly
- Ensure a clean, friendly, and organized environment

Midweek & Event Support (approx. 10–20 hours/month):

- Restock and maintain supplies in both **main and auxiliary kitchens** (approx. 2-5 hours per week) -These hours are flexible between 8AM-8PM
- Schedule and coordinate volunteer schedule
- Coordinate and support food/beverage needs for events like Easter, Christmas, Kick-Off Sunday, Starting Point, Discovering Covenant, and others (2–5 hours/month)
- Shop, clean, and manage inventory and supplies
- 2x per month check-in with direct report.

Ongoing Leadership Duties:

- Recruit and train new volunteers for the café team
- Maintain a safe, food-compliant and sanitary environment
- Assist in hospitality planning and innovation
- Look for opportunities to connect with new visitors through café service
- Regularly assess and refine hospitality systems to improve guest experience

Requirements:

- A growing follower of Jesus
- Member of Covenant Church (or in the process of becoming one)
- Ability to lift up to 25 lbs
- A heart for hospitality and a mind for logistics

Contact Information:

Please send inquiries to:

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