

# POSITION DESCRIPTION

**Position**

Responsible to

Hours

**Cafe Team Leader**

Hospitality Coordinator

Part-time, up to 30 hours per week

This is a part-time position with hours across Monday-Friday and Sunday mornings, depending on the roster requirements. The role will be based out of our Everton Park location, but may require extra work hours for events.

**Primary Purpose**

Our goal is for The Alley to be a destination for all community members to enjoy good quality coffee, engage and socialise, build family and friendships and offer a safe environment that includes all and reflects the heart of God. We encourage our staff to be a blessing to all who enter our Campus.

**Key Responsibilities**

As a team leader you will be responsible for carrying the culture of the Alley Cafe team on a day to day basis, along with ensuring high standards of customer service and quality coffee being served! You will also be responsible for a number of administrative tasks including:

- Stock Management (stocktake and ordering)
- Staff management regarding performance and training
- Administrative functions on day to day needs of the cafe.
- Making and serving quality coffee
- Community representation of the church, and ensuring our community spaces are well maintained and clean at all times (playground, green space, Chapel and Pavilion)
- Adhere to and maintain food safety
- Keep a clean and safe work area at all times
- Complete any additional tasks that maybe asked of you from your manager or our Everton Park Location Pastor

**Qualifications, Knowledge and Experience**

- Exhibits ability and enthusiasm to work in a team
- A person who exhibits the Godly character qualities outlined in 1 Timothy 3:1-7; Titus 1:6-9; 1 Peter 5:2-3 and Acts 6:4
- Strong communication and interpersonal skills
- Willingness to learn
- Ability to execute activities autonomously



### **Selection Criteria**

- Demonstrates an alignment with the vision and values of Nexus Church
- Demonstrates ability to positively represent the church internally and externally

### **Additional Requirements**

- Must be prepared and available to work outside of usual working hours for special events
- Be in agreement with the [Australian Christian Churches United Constitution](#)
- Exemplifies and communicates the Nexus Church values and culture
- Attendee of Nexus Church
- Have or be able to obtain a valid Blue Card for working with children
- Complete a Food Safety course as instructed by the manager or oversight

### **Related Documents**

This position description is a primary document outlining the requirements, nature, function and relationships of the nominated position. It is to be read in conjunction with the following documents (as appropriate):

- The individual's employment contract
- The church's policies and procedures

### **QUESTIONS?**

Should you have any further questions or would like to apply, please email [claerwen@nexuschurch.com.au](mailto:claerwen@nexuschurch.com.au) . Please allow up to 48 hours for a response.