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| cid:C09CBE7D-BF37-4A13-B4CE-655207434127 | **Student Lounge Host JOB DESCRIPTION** |

**POSITION TITLE:** Student Lounge Host **EMPLOYEE:**

**REPORTS TO:** Assistant Pastor **SUPERVISOR:**

**EMPLOYMENT CLASSIFICATION:**

1. **Job Category:** Ministry Support Team
2. **Continuity:** ○ Regular ● Temporary
3. **Fiscal Year:** ○ 12 Month ● 4 Month
4. **Work Arrangement:** ○ Full Time ● Part Time **Hours per Week:** 4-10
5. **Compensation:** ○ Salary ● Hourly $\_\_\_\_\_\_ per hour
6. **Holidays:** ● In accordance with BC labour requirements.
7. **Benefits Eligibility:** ○ Yes ● No

**ROLE SUMMARY:**

The primary purpose of this role is to operate the student lounge with a secondary purpose in supporting the overall ministry of The House.

**POSITION REQUIREMENTS/QUALIFICATIONS:**

1. **Education & Experience**

* Post-secondary student
* Basic Coffee shop experience
* Food Safe Certified Level 1 (to be provided)
* Church ministry experience

1. **Competencies (Skills, Knowledge, Abilities, Training)** 
   * Ability to create a sense of community and build relationships with students
   * Physically able to meet basic cleaning and job requirements
   * Basic foodservice skills; clean, organized, efficient, service based
   * Computer and admin skills
2. **Commitment**

* Committed and mature follower of Jesus Christ
* Serve as an ambassador for The House; committed to living and promoting our Mission, Vision, Values, and Culture.

**KEY CONTACTS/RELATIONSHIPS:**

1. **Internal:** Pastoral Team, Ministry Team, Coffee Shop Supervisor, and Department Volunteers
2. **External:** Congregants and Students

**POSITION AUTHORITIES:**

1. **Expense:** Eligible for expense reimbursements up to $50 unless pre-approved by Ryan de Zwaan.
2. **Custody:** L2key holder, Kitchen Keyholder
3. **Systems:** Alarm and Merchant Services

**KEY MANDATED RESPONSIBILITIES:**

* ***Coffee shop duties*** for the Student Lounge Ministry
  + Oversee all practical aspects of the venue including open, close, and operational set-up and procedures.
  + Barista work (cash, coffee, soup, supplies)
  + Contribute to cleaning as required. (garbage’s, floors, wipe tables, dishes, etc.)
  + Coordinate scheduling with other hosts.
  + Completing detailed Student Lounge shift duties.
  + Make connections with students.
* Provide ***administrative support*** to the overall ministry of The House.
  + Personal promotion of The House on campus.
  + Project tasks as assigned by Pastoral Team
  + Track and report hours to Ryan for monthly work pay.
* Serve as a ***key member of the Ministry Team***, acknowledging at times we all support one another and work together in areas that are outside our direct and regular responsibilities
  + Participation in ministry Team meetings, Prayer Nights, etc
  + Special Events
  + Sunday Ministry Involvement (Coffee Bar)
  + Care for people as an extension of the Ministry Team.
* Complete other duties as assigned by the Pastoral Team

**KEY PERFORMANCE EXPECTATIONS & GOALS:**

* Ensure all aspects of providing a first-rate experience in the Student Lounge.
* Serve as an ambassador for the Student Lounge in other contexts and help promote and raise awareness
* Ministry involvement with other aspects of the church community (Sunday and people connections)
* Strengthen our online presence in both reach and quality of product.
* Strategize with Pastoral Team on ways we can be more effective.
* Communicate with Pastoral Team on ministry connections made and needs that arise
* Take care of your spiritual life and personal life to ensure you’re healthy for leadership.
* Serve as an influencer in the overall ministry of The House. Display a care, concern, and willingness to do what it takes to see our church community healthy and strengthened.

**Annual**  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Acknowledgement:** Employee Supervisor Date