



## **JOB DESCRIPTION**

### **Manna Café, Kitchen, and Event Assistant**

Manna Food Ministry Team

Operations Department

Reports To: Manna Food Ministry Manager  
Category of Employment: Support Staff, **Part-time**  
Payroll Status: Hourly, Non-Exempt  
Office Hours: Up to **20 hours per week** as approved and scheduled

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*The mission of Compassion Christian Church is to lead people to a life-changing relationship with Jesus Christ.*

### **Job Summary**

To further the mission of Compassion Christian Church by supervising the Cafe and assisting on ministry events.

### **Minimum Qualifications**

1. **Experience:** Previous experience working in a commercial kitchen and/or event support is preferable.
2. **Knowledge, skills, and gifts:** Candidate must exhibit excellent organizational and interpersonal relational skills. Candidate must be tried and proven in ministry and have a passion to share Jesus. Will be able to take and give direction in an effective manner. Candidate must demonstrate a Christ-like attitude in words and actions, being able to work with a wide variety of people. Candidate must be able to problem solve, maintain and protect confidentiality, and have excellent written and verbal skills. Must be a motivated and effective recruiter and supervisor of volunteers.
3. **Physical Demands:**
  - a. Will be called upon for lifting, pulling, bending, carrying and pushing as needed to support the operation of the kitchen and church events
  - b. Operation of church vehicles.
  - c. Must be able to stand for extended periods of time (up to 8 hours)

### **Expectations**

1. Exhibits a meaningful and growing personal relationship with Jesus Christ.
2. Recognizes that our work is important and deserves our very best.

### **Conditions of Employment**

1. Models the Biblical standard of personal conduct and lifestyle.
2. Supports and adheres to the Mission, Vision, Values, and Philosophy of Ministry of CCC, including the CCC Statement of Faith.
3. Supports and adheres to the CCC Policies and Procedures Handbook.
4. Must be an active, participating member of Compassion Christian Church or another Bible-believing church.

**Duties and Responsibilities (Essentials)**

- 1. General staff responsibilities:
  - Participation in monthly "All-Staff Meetings", as well as called departmental meetings, and other required staff events.
  - Participation in team bible study/spiritual growth
  
- 2. Specific ministry duties:
  - Assist in the operation of Manna Cafe including setup and breakdown.
  - Responsible for cash handling and operation of Café iPad registers, to include Revel operating software and opening/closing procedures
  - Works closely with Café coordinator, to include supervising and training of Cafe volunteers
  - Maintain a clean and welcoming appearance of the Cafe
  - Will be expected to assist in all event support on an as needed basis: equipment preparation, set up and breakdown of events to include weekly pastor/staff lunches, Wednesday night meals, special events, church supported events such as NLLC conference and Summer Dinner Theatre.
  - Assists in maintenance of kitchen equipment and inventory
  - Substitute for other part time staff shifts
  - Assist in food preparation for Café, Wednesday night meals and all other events

This job description is not meant to be an all-inclusive statement of every duty and responsibility that will be required of an employee in this position. Therefore, additional duties may be assigned dependent on workload and ministry support to CCC.

**Performance and Evaluation**

Success in the position will be measured according to the performance assessment tool approved by the Executive Pastor. Performance will be evaluated in relevant areas, including but not limited to: completion of ministry goals and individual tactics, communication, teamwork, leadership, creativity, responsibility, self-motivation, attitude, and potential for growth.

**Employee Acknowledgement**

My signature will acknowledge that I have read and understand the above Job Description. Further, I understand that this Job Description provides position essentials and the general duties, responsibilities, and specifications of the position; that it may be changed at any time to meet the needs of CCC; and, that it in no way constitutes an employment contract or otherwise alters my "employment at will" relationship with Compassion Christian Church.

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**Signature of Staff Member**

\_\_\_\_\_  
**Date**

Job Description Approved:      DLM (HR Initials)      \_\_\_\_\_ (DH Initials)

*Reformatted 03/09/17  
Revised 3/23/2017*