



Connecting People Through an Excellent Cup of Coffee

Standing Stone is Committed to:

Quality – Passionately pursuing excellence

Creativity – Capturing and shaping each coffee's uniqueness

Community Care – Valuing people from farm to cup

Job Description – Café & Cart Shift Leader

Updated – January 2, 2019

Summary: This position is designed to oversee given shifts at the Standing Stone Hub, or on the Coffee Cart when assigned. This includes working hand-in-hand with baristas to accomplish the day-to-day operations of the café and coffee cart.

Estimated Hrs: Varied between Part-time at 8-10hrs/week to Full-time at 40hrs/week based on the staff's mutually agreed upon contract.

Responsible to: SSCC's Director of Operations and SSCC's Café & Cart Head Staff

Required Skills & Abilities:

- Ability to work independently
- Ability to multi-task and work in a fast-paced environment
- Can organize time and tasks
- Clear communication
- Works well on a team
- Leads others effectively
- Food service experience
- Money management
- Clearly communicate a working knowledge of coffee to guests when asked (including farm to cup, brewing techniques and roasting basics) (preferred, but can be taught)
- Barista experience (preferred, but can be taught)
- Compassionate and passionate about hospitality and caring for guests and the community
- Enjoys engaging with people
- Teachable

Responsibilities:

- 1) Oversee a staff team of 1-3 baristas working to serve the guests of SSCC.
- 2) Work alongside the baristas to prepare food and drinks for the guests of SSCC.
- 3) Prepare food for sales, and ensure all front-of-the-house items are properly and neatly stocked.
- 4) Manage the flow of finances to and from the office safe.

- 5) Work with baristas to keep all areas of the shop clean and orderly.
- 6) Track and record all received shipments, ensuring they are properly stocked and labeled.
- 7) Engage socially and build relationships with SSCC guests.
- 8) Participate in HUB All Staff meetings and training events.
- 9) (optionally) Participate on Standing Stone's Community Development Committee, and in Standing Stone's Community events.
- 10) Serve on the mobile espresso bar at off-site events (festivals, fairs, community gatherings) when requested.
- 11) Other duties as assigned.