

## Rohs Street Café Manager Job Description

- I. Ensure the successful operation of Rohs Street Café including the implementation of the vision & mission of the Café & University Christian Church
  
- II. Major Areas of Responsibility (through personal contributions and appropriate delegation to staff and volunteers):
  - A. **Operations:**
    - Maintain a clean & orderly café space
    - Maintain a high quality of products
    - Track inventory and ensure an adequate stock of products and supplies
    - Ensure quality relationships between the café and artists/performers
    - Maintain and abide by current health/building codes and permits
  
  - B. **Human Resources:**
    - Recruit, train, supervise & encourage volunteers to serve at RSC
    - Interview, hire, train, supervise, & encourage RSC staff members
    - Develop and maintain a schedule for RSC staff & volunteers
  
  - C. **Finances:**
    - Develop & maintain systems for handling cash, making bank deposits, and generating regular financial reports
    - Develop and meet RSC financial goals
    - Oversee RSC bookkeeping
    - Ensure accounts with vendors are kept current
    - Report regularly to UCC's Administration Team regarding café finances
  
  - D. **Marketing**
    - Help develop strategic marketing plans
    - Seek and respond to marketing opportunities in the community
    - Work with teams to implement marketing plans
  
  - E. **Ministry Leadership**
    - Ensure alignment between the mission/vision/goals of UCC and the ministry of RSC
    - Communicate regularly with the Ministry & Involvement Team regarding ministry direction and implementation.
  
- III. Responsibilities as UCC staff member:
  - A. Will report directly to UCC's Senior Pastor
  - B. Will be responsible to the UCC Lead Team through the Senior Pastor
  - C. Will attend regular staff meetings and staff retreats
  - D. Will execute occasional delegated tasks as assigned by the Senior Pastor