

# HOPE

A Good Place To Find Life.

**Position: Hope Café Assistant**  
**Job Type: Part-time (20 hrs/wk)**  
**Department: Retail Ministry**  
**FLSA Status: Non-exempt**  
**Reports To: Hope Café Manager**

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## Summary

The Hope Café Assistant supports the day-to-day operations of Hope Café by overseeing volunteer scheduling, daily service, inventory, and supply ordering. This role is hands-on in the Café for parts of most weekdays and requires a strong commitment to hospitality and care for both volunteers and guests. The Hope Café Assistant ensures a warm, welcoming environment, encourages and equips volunteers, and provides reliable operational support so the Café continues to serve as a vibrant space for connection and ministry.

## Responsibilities

### Café Operations

- Oversee Café operations during assigned hours (Monday–Thursday mornings, Friday afternoons).
- Provide hands-on support in the Café, including assisting volunteers with food and beverage service.
- Maintain a welcoming, clean, consistent, and well-presented environment for Café guests.
- Encourage and interact warmly with Café guests to create a hospitable and Christ-centered atmosphere.

### Volunteer Scheduling and Leadership

- Schedule and coordinate volunteers for all open Café hours.
- Encourage, support, and care for volunteers, modeling servant leadership.
- Ensure coverage and smooth handoffs for Café shifts.
- Assist in training new volunteers as needed.

### Inventory and Supplies

- Monitor and manage inventory to ensure supplies are stocked and organized.
- Place supply orders and complete shopping runs as needed to maintain consistent Café operations.
- Communicate with the Café Manager about budget needs and supply usage.

### General

- Support the Café Manager in upholding Café policies and procedures.
- Ensure secure handling of Café funds and assist with simple financial reporting as needed.

- Attend monthly Retail Ministry team meetings and weekly staff devotions as schedule allows.
  - Assist the retail team and HOPE staff with broader ministry goals as requested.
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### **Requirements**

- Strong customer service skills; previous café, restaurant, or retail experience preferred.
  - Experience working with or leading volunteers.
  - Friendly, outgoing, and able to encourage others.
  - Reliable, organized, and detail-oriented.
  - Basic computer and point-of-sale skills (Square, Google Docs, spreadsheets).
  - Must be able to lift 50 pounds.
  - Affirmation of [The EPC's Essentials of Faith](#) and alignment with [HOPE Church's mission, vision, and values](#).
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### **Expectations**

- Models HOPE's mission and values in a fast-paced, service-oriented environment.
  - Multi-tasker who can adapt to daily café needs and the challenges of working in a shared space.
  - Punctual, dependable, and able to prioritize tasks effectively.
  - Sees café ministry as an extension of HOPE's vision, providing both hospitality and connection.
  - A growing personal relationship with Jesus Christ.
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### **Physical Demands**

- Ability to lift and carry up to 50 pounds.
  - Able to stand and move actively for extended periods.
  - Able to work quickly and safely with food, equipment, and supplies.
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### **Hours**

- 20 hours/week:
  - Monday 7:00 am-12:00 pm
  - Wednesday 7:00 am-12:00 pm
  - Friday, 1:00–5:00 p.m.
  - 5 additional hours spent sourcing supplies / doing errands

Questions? [Contact HOPE Human Resources](#).

Ready to apply? [Apply here](#).