



COLUMBIA
BIBLE COLLEGE **Columbia Bible College**
Holy Grounds Shift Supervisor

The mission of Columbia Bible College is to prepare people for a life of discipleship, ministry and leadership in service to the church and community.

Vision: The Holy Grounds Shift Supervisor is a significant contributor to the creation of community on the Columbia campus by providing leadership and supervision of the operations of the Holy Grounds Coffee Bar. Holy Grounds is to be a hospitable space for relationship building and the consuming of quality coffee beverages.

Role: The Shift Supervisor of Holy Grounds will be a passionate individual dedicated to well-crafted coffee and servant leadership. This individual will have prior experience working in a café environment. They will show leadership qualities and be known as a reliable, accountable, and responsible individual who has a passion for coffee and the Columbia community.

Job Responsibilities: The Holy Grounds Shift Supervisor will be expected to....

- Attend all Columbia Student Leadership Training and Leadership Connections.
- Help hire and train volunteer/practicum staff committed to the success of Holy Grounds.
- Report to the General Manager and Student Development regarding service practicum students.
- Help run the coffee cart at community events.
- Improve operational efficiencies whenever possible.
- Ensure that thorough cleaning protocols are maintained after each shift.
- Purchase grocery supplies.
- Work together with the General Manager to schedule all volunteers/employees.
- Work at least 4 hours per week at Holy Grounds.

Requirements:

- The Shift Supervisor must be a mature, responsible student who is respected within the Columbia community.
- The Shift Supervisor is expected to uphold all CBC community standards.
- The Shift Supervisor is expected to have completed at least one year of academic studies at Columbia.
- The Shift Supervisor is expected to have a minimum 2.5 cumulative GPA.
- The Shift Supervisor is expected to be enrolled in a minimum of 9 academic hours per semester.
- The Shift Manager is limited to 18 academic hours per semester.
- The Shift Manager must have completed Food Safe Level 1 training program prior to the beginning of the fall semester.

Accountability and Support:

- Be in full attendance at the Fall and Winter Leadership Trainings.
- Complete all summer assignments on time.
- Attend monthly Leadership Connection sessions with all student leaders.
- Attend all chapels.
- Meet at least bi-weekly with the Holy Grounds General Manager and monthly with the Dean of Students.

Remuneration

- The Shift Supervisor will receive a \$1,000 stipend for the academic year.
- Holy Grounds will also provide compensation equal to 10% of the gross income from the academic year to date. The end date for this compensation to be calculated for will be exactly 3 weeks before the end of the academic year. This will be paid no later than 2 weeks before the end of the academic year and no earlier than 4 weeks before the end date.
- The Shift Supervisor may be eligible to receive Service Practicum/Internship credit for their role.