

### *Holy Grounds Manager*

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 Manager 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.

**Mission** – The General Manager of Holy Grounds will be a passionate individual dedicated to well-crafted coffee and servant leadership. The manager creates a quality coffee shop environment that meets the needs of the Columbia community.

This individual will have prior experience working in a café environment and preferably have extensive knowledge in preparing, brewing and creating cafe drinks. They will also display the necessary skills, attitude, and experience to lead a team.

**Job Responsibilities:** The Holy Grounds General Manager will be expected to....

- Attend all supervisory meetings and Student Leadership Training events.
- Help hire and train a staff team of volunteer students committed to the success of Holy Grounds.
- Determine the business hours for Holy Grounds.
- Schedule regular meetings with the Shift Supervisor.
- Host team meetings monthly.
- Meet regularly with a mentor/advisor.
- Manage finances for Holy Grounds including the Square account and a budget spreadsheet
- Manage online ordering of supplies as needed
- Work at least one shift per week at Holy Grounds.
- Promote and advertise Holy Grounds.
- Advance the vision and operations of Holy Grounds.

**Requirements:**

- The Manager must be a mature, responsible student who is respected within the Columbia community.
- The Manager is expected to uphold all CBC community standards.
- The Manger is expected to have completed at least one year of academic studies at Columbia.
- The Manager is expected to have a minimum 2.5 cumulative GPA.
- The Manger is expected to be enrolled in a minimum of 9 academic hours per semester.

- The Manager is limited to 18 academic hours per semester.
- The 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 Training Week and Retreat
- Complete all summer assignments on time.
- Attend monthly Student Leader Connect sessions with other student leaders.
- Attend chapels and/or Vespers and model spiritual practices and growth
- Meet at least bi-weekly with the Designated supervisor and mentor

**Compensation**

- The Manager will receive a \$2,000 stipend for the academic year.
- The Manager may be eligible to receive Internship credit for their role.