

### *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 friendly, 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 supervisory meetings and Student Leadership Training events.
- Help hire and train a staff team of volunteer students committed to the success of Holy Grounds.
- Report to the General Manager and designated supervisor regarding the scheduling of student volunteers.
- Work together with the General Manager to schedule all volunteers/employees.
- Help run the coffee cart at community events that are outside the regular shift schedule.
- Improve operational efficiencies whenever possible.
- Ensure that thorough cleaning protocols are maintained after each shift.
- Purchase grocery supplies.
- 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.

**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 Holy Grounds General Manager and monthly with the designated supervisor.

**Compensation:**

- The Shift Supervisor will receive a \$1,500 stipend for the academic year.