

COFFEE BAR COORDINATOR

Job Description



Primary Purpose

The Coffee Bar Coordinator will oversee the coffee bar, provides leadership for Coffee Bar Assistant, provide a welcoming environment for visitors and attendees of Rockharbor Church, through providing quality oversight to the coffee bar including the care and supervision of the volunteer team.

Position Requirements

- High School Diploma or two years' work experience including coffee bar equipment.
- Experience working or serving in ministry setting preferred.
- Professional and welcoming presence.
- Ability to develop and lead teams of volunteers.
- Proficient knowledge of Mac and basic computer skills.
- Professional presence on the phone and in-person.
- Excellent verbal and written communication.
- Ability to work independently, as well as with a team.
- Ability to be teachable, seeking out coaching and learning for growth and development.

Position Responsibilities

- Manage Coffee Bar Assistant which includes regular weekly check in's and 1:1's.
- Develop and manage coffee bar budget, equipment lifecycles, and system upgrades.
- Recruit, onboard, and equip staff and volunteers through ongoing training, coaching, and leadership development.
- Implement consistent processes for scheduling, communication, and coordination of Coffee Bar.

Ministry Department:

Guest Experience

Reports To:

Guest Experience Director

Status:

Part Time (30 hrs per week
incl Sundays)

Revised:

January 2026

Rockharbor Church exists to love and lead one another to be devoted followers of Jesus.

We encourage each member of our staff team to live this mission through their personal lives and in their work. We value striving for excellence and working together as a team. We believe God has gifted each individual with specific and unique gifts and talents, which He brings together to reach our community and world with the love and message of Jesus!

- Collaborate with Coffee Bar Assistant to have coffee brewed and preparations completed for Sunday services.
- Empower volunteers and staff to grow in both skill and ownership of their areas of ministry.
- Cultivate a culture of excellence, teamwork, and spiritual growth within the coffee bar ministry.
- Meet with the Porch director to communicate updates and align with the ministry needs. Evaluate the Porch night to ensure success. Work when needed.
- Ensure daily/weekly cleaning duties are accomplished including but not limited to cleaning drains, dusting shelves, deep cleaning coffee bar space and wash/put away all laundry.
- Order and stock coffee supplies for Coffee Bar, Free Lobby coffee, staff breakroom and the Porch when needed. Process delivered inventory upon arrival.
- Assist Coffee Bar Assistant each Sunday and for special events. Special events include Women's events, Intentional Parenting Weekend, Easter all services, Christmas Eve all services, Shepherds of the Valley and any future events to be determined.
- Promote a positive attitude and working environment, with the desire to have fun, be positive and maintain high quality standards.

Personal and Spiritual Requirements

Has a growing and active relationship with Jesus, demonstrated through daily time with Him.

Shows commitment to spiritual, personal, and professional growth.

Models standards and expectations of Rockharbor Church leadership, including, but not limited to:

- Upholding Rockharbor's Core Values and mission
- Regular attendance at Rockharbor Church services
- Regular participation in a Community Group
- Partnership through tithing and serving
- Abstaining from smoking, vaping and illegal substances
- Models discretion and positivity in use of Social Media
- Setting of appropriate boundaries to protect character and integrity