

COFFEE BAR ASSISTANT

Job Description



Ministry Department: Guest Experience

Status: Part Time (20 hours, including Sundays and Tuesdays)

Revised: August 2026

Primary Purpose

The Coffee Bar Assistant supports the mission and ongoing goals of coffee bar ministry by providing organizational and administrative support to the Coffee Bar Coordinator.

Position Requirements

- High School Diploma.
- 1-2 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.
- High physical stamina, involving extended periods of standing, lifting 25-40 lbs. (milk crates, stock), and constant bending, reaching, and repetitive wrist motions.

Position Responsibilities

- Assist Coffee Bar Coordinator in preparing and serving coffee and espresso-based drinks, ensuring quality and consistency. Help grind coffee beans, pull espresso shots, and steam milk for hot and cold drinks.
- Collaborate with Coordinator to staff and support The Porch ministry and 5pm Sunday service.
- Assist Coffee Bar Coordinator Sunday's, Tuesdays evenings 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.
- Greet guests warmly, answer menu questions, and process payments using the point-of-sale (POS) system.
- Cultivate relationship with volunteers, ensuring they have care and support during their shifts.
- Ensure daily/weekly cleaning duties are accomplished including but not limited to cleaning drains, dusting shelves, deep cleaning coffee bar space, moping kitchen end of day and wash/put away laundry.
- Restock products and complete end of shift cleaning to ensure all tasks are completed by end of shift.
- Order stock when needed and process delivered stock/inventory that arrives by Tuesday.
- Collaborate with Coffee Bar Coordinator to create new drink options and maintaining screen menus.
- Perform maintenance of coffee bar equipment, including a weekly deep cleaning of equipment and coffee bar spaces.
- Assist Coffee Bar Coordinator in promoting 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 relationship with Jesus, and a commitment to spending daily time with Him.

Models a strong relationship with his or her spouse (if married) and children (if applicable).

Strives to fulfill his or her purpose in life and ministry, while demonstrating integrity in words, relationships, and actions.

Practices servant leadership

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.

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!