



Hospitality & Café Assistant

The Vine Church is a multi-cultural, inter-denominational, and vibrant church community in Hong Kong. The Vine Sheung Shui serves as a missional outpost in the North District through The Trellis (藤庭), a church-operated community space offering coffee, light refreshments, and gathering spaces for community and church activities.

We are seeking a passionate, service-oriented Hospitality & Café Assistant to support the café's day-to-day operations. This full-time position reports directly to the Vine Sheung Shui Lead Pastor and works under the Hospitality & Café Supervisor's supervision and guidance in carrying out daily operational responsibilities.

Working Hours: Full-time position working 9-hour shifts (including a 1-hour meal break) on a roster basis, with 1 rest day per week. Occasional evening, weekend, or special event support may be required.

Key Responsibilities:

- Prepare and serve coffee, tea, and other beverages.
- Prepare and serve simple food items, light refreshments and snacks.
- Take primary responsibility for maintaining the cleanliness and hygiene of the Café, food preparation area, washrooms, and public areas.
- Carry out daily cleaning, rubbish disposal, dishwashing, housekeeping, and restocking of cleaning supplies.
- Maintain food hygiene, workplace safety, and operational standards.
- Assist with stock replenishment, receiving deliveries, and inventory organisation.
- Support volunteers assisting with food and beverage service.
- Support community activities, and church events as required.

Job Requirements:

- Experience in café, restaurant, catering, bakery, clubhouse, or related food service operations preferred.
- Experience preparing simple food and beverages.
- Positive attitude with a strong service mindset.
- Good communication and customer service skills.
- Willingness to undertake cleaning and housekeeping duties.
- Able to work weekends and on a shift roster.
- Food Hygiene Certificate preferred.

How to Apply

Please send your cover letter and resume with current and expected salary to career@thevine.org.hk.

Personal data provided by job applicants will be strictly used for recruitment purpose.



餐飲及咖啡店助理

葡萄藤教會 (The Vine) 是香港一間多元文化、跨宗派且充滿活力的教會群體。上水葡萄藤 (The Vine Sheung Shui) 透過 藤庭 (The Trellis)，作為北區的宣教前哨站，服侍及連結本地社區。藤庭是一個由教會營運的社區空間，提供咖啡、輕食及聚會場地，供社區及教會活動使用。

我們現誠聘一位熱誠、具服務精神的餐飲及咖啡店助理，負責咖啡店日常營運及團隊管理工作。此全職職位直接向上水葡萄藤主任牧師匯報，並在餐飲及咖啡店主管的督導及指導下執行日常工作。

工作時間

全職，每天工作 9 小時（包括 1 小時用膳時間），輪班制；每週一天休息日。因應特別聚會或活動，或需於晚上及週末提供支援。

主要職責：

- 製作及供應咖啡、茶及其他飲品。
- 預備及供應簡單食品，其他輕食及小食。
- 負責維持咖啡店、食品準備區、洗手間及公眾地方的整潔、衛生及良好環境，包括清洗餐具、器皿、設備及工作枱面。
- 負責日常清潔、垃圾處理、清潔用品補充及一般場地整理工作，確保環境整潔、安全、衛生及舒適。
- 維持食品衛生、工作安全及營運標準。
- 協助存貨管理、補充貨品及接收貨品及原材料。
- 支援及協調參與餐飲服務的義工。
- 按需要支援社區活動及教會活動。

入職要求

- 具咖啡店、餐廳、餐飲服務、烘焙店、會所或相關餐飲行業工作經驗者優先。
- 具備簡單食品及飲品製作經驗。
- 具良好的組織能力、溝通能力及顧客服務技巧。
- 願意參與清潔、場地整理及日常設施維護工作。
- 能接受輪班及週末工作安排。
- 具良好團隊合作精神，態度積極並樂於服務他人。
- 持有食物衛生證書者優先考慮。

申請方法

請將 履歷、求職信、現時薪金及期望薪金 電郵至 career@thevine.org.hk。

申請人所提供的個人資料將絕對保密，並只作招聘用途。