



The Commons Coordinator Job Description

Position Description:

Position Title:	The Commons Coordinator
Department/Ministry:	Operations
Location:	The Commons located at the Omaha Campus
Supervisor's Title:	Operations & Facilities Director
Position Classification:	Non-exempt
Position Status:	Regular full-time (at least 30 hours) or Regular part-time (20-24 hours)
Ministerial Status:	Non-ministerial

Position Summary:

- This part-time role fosters excellent hospitality by delivering high-quality coffee, drinks, pastries, and service. The position also oversees scheduling and management of all Commons Coffee Team baristas, as well as Sunday morning Difference Makers and manages the business and marketing side of The Commons.
- The full-time role completes all of the above as well as overseeing all event rentals at all campuses (including weddings and funerals) and leases.

Essential Duties and Responsibilities:

The essential functions include, but are not limited to the following:

- Missional Leadership
 - Champion and promote the vision of the shop experience
 - Partner with Operations & Facilities Director on financial models supporting both sales and mission initiatives
 - Collaborate with ministries and local non-profit organizations to highlight and support the good they are doing
- Difference Maker & Team Member Oversight
 - Recruit, train, schedule, and retain Difference Makers and team members to ensure smooth operations during all business hours as well as during Sunday services.
 - Provide coverage as a substitute barista when weekday shifts are unfilled.
 - Foster a positive team culture through regular communication, semi-annual trainings, and celebrating milestones.
- Inventory & Financial Management
 - Order, receive, and stock coffee, food, equipment, and supplies
 - Manage vendor relations and maintain accurate sales and financial records.
- Product Excellence
 - Lead menu innovation and creation
 - Maintain menu quality and standards as set by the Operations & Facilities Director

- Hospitality & Service
 - Deliver excellent service through friendly interactions, efficient checkout, and timely preparation.
 - Schedule and oversee Event Baristas for outside and ministry events.
- Environment & Experience
 - Ensure The commons remains clean, organized, and welcoming
 - Create an inviting atmosphere that fosters community
 - Maintain menu displays and manage all marketing and communications

Additional Duties and Responsibilities of Full-Time Role:

The additional functions include, but are not limited to the following:

- Event Rentals & Leases
 - Receive all intake forms from those interested in renting facility space for events
 - Serve as primary contact to those renting space for events. Schedule on PCO Cal
 - Schedule Event Crew: Set-up, during event, tear-down
 - Coordinate “day of” details.
 - Receive payments
 - Serve as point of contact for all leasing contracts
 - Advertise and secure leases in available spaces at campuses
- Weddings and Funerals
 - Oversee wedding coordinators at all campuses
 - Work alongside StoneBridge Wedding Coordinators or Care Pastor to coordinate the rental/use of space and equipment at StoneBridge campuses for weddings or funerals
 - Schedule event set-up and tear-down crew
 - Work with wedding coordinator on any “day of” details
 - Schedule facility use and cleaners for funerals

Minimum Qualifications (Knowledge, Skills, and Abilities):

Knowledge and Skills

- Experience as a barista is a plus
- Management experience or team lead experience preferred

Team Members Expectations

- Actively attending and engaged at StoneBridge Christian Church
- Committed to the Mission of Sharing Christ and Building Believers.
- Committed to the values of StoneBridge Christian Church; Creativity, Community, Excellence, Service, Advancement, and YOU.
- Committed to upholding the leadership expectations of all StoneBridge staff team members.
- Live out the team member values; Battle Mediocracy, Trust in Team, Solution-Side Living, Stewardship of Life, and Contagious Fun
- Agree and abide by the expectations set forth in the handbook.
- Generous with our time, talents, and offerings. Giving at minimum 10% of household income (biblical tithing) to support the ministry of StoneBridge.

Character Expectations & Skills

- *Relational and Systems minded*

- *Proven leader with high administration skills*
- *Team-oriented- eager to recruit, develop, grow and serve on teams*
- *Lead, delegate, and follow as needed. Team player mindset.*
- *Problem Solver with a solution-side mindset. Thrives on initiative*
- *Encouraging to other staff and Difference Makers.*
- *Excellent computer knowledge with experience and proficiency in Microsoft Office and Google Drive*
- *Excellent written and verbal communication skills*

Physical Requirements:

- Ability to be on your feet for up to 6 hours at a time
- Ability to lift up to 50 pounds

Employment At-Will:

All employees of StoneBridge Christian Church are at-will, and as such, are free to resign at any time without reason. StoneBridge Christian Church, likewise, retains the right to terminate an employee's employment at any time with or without reason or notice.

Nothing contained in this job description or any other document provided to the employee is intended to be, nor should it be construed as, a guarantee that employment or any benefit will be continued for any period of time. Any salary figures provided to an employee in annual or monthly terms are stated for the sake of convenience or to facilitate comparisons that are not intended to and do not create an employment contract for any specific period of time.

No manager, supervisor or employee of StoneBridge Christian Church has any authority to enter into any agreement for employment for any specified period of time or to make any agreement for employment other than at-will.

Acknowledgment

I have read and received a copy of my job description and at-will employment statement. I understand this overrides anything I have been given or told in the past. I further understand that I am expected to follow my job as is outlined above and if I have any questions concerning what is expected of me, I will speak with my immediate supervisor. I also understand that the statements above are intended to describe the general nature and level of work being performed by me and are not to be construed as an exhaustive list of responsibilities, duties, and skills required for this position. Therefore, I may perform other related tasks under the direction of my supervisor and/or the Executive Pastor.

Employee Printed Name: _____ Date: _____

Employee Signature:

Supervisor Printed Name:_____ Date: _____

Supervisor Signature: _____