



Hills Church Café Job Description

POSITION TITLE: Front of House / Back of House Team Member

POSITION TYPE: Part-Time (Less than 10 hours per week)

COMPENSATION: 12.00/Hr

CHURCH MISSION - The mission of Hills Church is to make disciples (Matthew 28:19-20). Our strategy to accomplish this is to mobilize disciple-makers who live, "Follow me as I follow Christ!" (1 Corinthians 11:1)

POSITION OVERVIEW

Hills Church Café is seeking dependable, hardworking, and positive individuals for a Part-Time Front of House (FOH) / Back of House (BOH) position. Team members will help create a welcoming café environment while supporting daily food and beverage operations. This position is ideal for individuals looking for flexible, part-time hours in a team-oriented environment.

JOB RESPONSIBILITIES

Responsibilities may include, but are not limited to:

- Preparing high-quality espresso beverages and drinks
- Cooking and prepping breakfast burritos
- Restocking cups, utensils, supplies, and ingredients
- Maintaining sanitation and food safety standards
- Sweeping, mopping, and cleaning café areas
- Operating the register and handling cash transactions
- Assisting with opening and closing procedures

QUALIFICATIONS

- Food Handler Certification required
- Barista or café experience preferred, but not required
- Ability to work in a fast-paced environment
- Positive attitude and willingness to learn
- Flexible scheduling availability



GOALS AND EXPECTATIONS

Employees are expected to:

- Arrive on time and prepared for each shift
- Maintain professionalism and a positive attitude
- Provide excellent customer service
- Work collaboratively with the café team
- Complete assigned tasks efficiently and responsibly

PHYSICAL REQUIREMENTS

- Ability to stand for extended periods of time
- Ability to lift and carry up to 50 pounds
- Ability to perform cleaning and food preparation duties throughout shifts

Report to: Café Manager

Employee Signature: _____ Date: _____

Supervisor Signature: _____ Date: _____

New Mexico is an at-will employment state. Employees may leave their roles or be terminated from their role at any time. Hills Church is a non-profit 501c3 organization. Some Equal Employment Opportunity (EEOC) rights for employees of religious organizations differ from rights for non-religious organizations. Employees for non-profit 501c3 organizations do not qualify for unemployment. For questions related to 501c3 employment rules and regulations, ask your interviewer or the business office at Hills Church.