



Title: Press Cafe Manager (all locations)

Direct Report: Ben Forehand

Hours: Full Time

Role Summary:

As the Press Cafe manager, your primary responsibility is to uphold and exceed quality and service standards for all Press Cafe locations through comprehensive training, education, and recruitment. You will lead several volunteer cafe teams and ensure that all locations are excellent and cohesive. You will also facilitate all aspects of communication between your direct report and the team members you lead. This position will require leadership in both personnel and process management. You will win by making Press a remarkable cafe.

Responsibilities include but are not limited to:

- Oversee all Press teams and locations including satellite locations
- Manage and schedule shifts for baristas and volunteers for weekend services, special events and weekday hours
- Regular visits to all local Press locations to ensure protocols and standards are upheld and exceeded
- Provide continued education opportunities for baristas and cafe volunteers
- Develop and train leaders for all Press positions
- Manage Press social media with current and engaging posts
- Propose fresh, creative ideas for cafe menu and event segments
- Communicate with Creative and Media teams for requests
- Part-time weekday barista shifts
- Ensure that all production inventory is ordered and in stock for regular hours and special events
- Oversee all elements needed for weekend service hours, regular weekday hours, special events

Attributes & Skills Required:

- Love for God & love for people
- Able to build teams
- Creative
- Exemplify a spirit of excellence and flexibility
- Committed to investing in others
- Regularly attend weekend services, special events and life groups
- Strong administrative, organizational and planning skills
- Able to learn all aspects of coffee production and presentation
- Proficient in social media apps, Google Docs, Google Sheets
- Familiar with or able to attain expert skill in espresso technique

*This description is not all-inclusive, and other duties may be assigned as necessary.