



918-333-5757 · 3503 Tuxedo Blvd. Bartlesville, OK 74006 · tuxedo.church

Leadership Job Description/Expectations

Position: Coffee Bar Coordinator

Job Description: The Coffee Bar Coordinator is an important part of the Tuxedo Church Hospitality Ministry. Responsibilities include: Organizing, maintaining, ordering supplies, training and scheduling workers for the coffee bar, and working with the pastoral staff to make sure the coffee bar is impacting those who come to Tuxedo Church in a positive way.

Expectations:

1. Meet the 10 basic leadership expectations for all leaders of Tuxedo Church. (provided on next page)
2. Organize, maintain, and supply the coffee bar.
3. Keep the coffee bar neat and clean.
4. Train and schedule coffee bar workers.
5. Let pastoral staff know of any needs.
6. Be a good witness and strive to have positive interactions with people.
7. Be prepared to work and serve as needed.
8. Arrive early to open and prepare for services. Approximately 8:45 am.
9. Teach, encourage, and pray for workers.
10. Make sure coffee bar is closed down, cleaned up, and lights out, following services or events.



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Leadership Job Description/Expectations

Position: Coffee Bar Workers

Job Description: The Coffee Bar is an important part of the Tuxedo Church Hospitality Ministry. Worker responsibilities include: Making coffee and other drinks, selling and collecting money, cleaning, interacting with Church members and visitors, being a positive witness for Christ and encouraging to those who come to the coffee bar.

Expectations:

1. Meet the 10 basic leadership expectations for all leaders of Tuxedo Church. (provided on next page)
2. Be friendly and smile; serving with a Christlike attitude.
3. Be faithful and work scheduled services. If unable to work a scheduled service, please let coffee bar coordinator know ASAP.
4. Arrive early to open and prepare coffee, tea, and any other drinks, food items. Approximately 8:45am.
5. Address any concerns or problems to the coffee bar coordinator.
6. Be a good witness and strive to have positive interactions with people.
7. Be prepared to work and serve as needed.
8. After the coffee bar closes, clean the area, pour out extra drinks and wipe off counters.
9. Leave a carafe of coffee out for those coming off the stage and for the security team.
10. Make the coffee bar coordinator aware of any items that need to be ordered.