



## **University Lutheran Chapel // The Common Cup Manager**

University Lutheran Chapel's management style is low control, high accountability, low maintenance, and high efficiency with the right results.

**Reports To:** Director of Operations & Ministry

**Compensation:** Market Rate for 30 hrs per week with employer-paid health & retirement benefits

### **Responsibilities:**

One of ULC's key values is "Authentic Hospitality." We want to be a people and place that welcomes strangers. A core ministry towards living into that value is The Common Cup. The Ministry Manager of the Common Cup leads the way in helping us lean into this value.

- Lead, oversee, manage, and hire all TCC staff
- All inventory ordering and errands
- Product tracking (waste tracker check, overall inventory spending)
- Maintain relationships with wholesale vendors
- Ensure we are up to code with all health and safety regulations
- Always seek to improve TCC's business operations
- Create and upkeep any operations documentation (training sheets, inventory tracking, side work duties, etc)
- Coordinate/organize catering orders or upcoming events held in TCC
- Organize the ULC Sunday coffee, make sure tables get restocked, track amount served, and enter into TCC register
- Maintain equipment and space within TCC and respond to facility needs within that space as needed (collaborate with Director of Operations as needed)
- Ensure the hours of operation are clearly communicated (entrance, website, google, yelp)
- Maintain communications (social media platforms, etc.) for TCC with support/collaboration with Director of Communications when needed
- Work to build relationships with TCC staff and customers
- Collaborate with and maintain relationships with ULC church Staff members, acting as a partner in ministry with the church staff
- Pay invoices such as Hyperion machine maintenance
- Submit receipts, identify purpose of receipt upon submittal to Director of Operations
- Communicate to Director of Operations the monthly cash sales to be input into Ledger
- Square: Verify accuracy of timecards, create accounts for new hires, correct punches as needed; Maintain Square (updating menu items, prices, etc)
- Ensure healthy financial practices and systems with baristas and cash management



### **Expectations:**

As a leader in this church there are expectations placed on the TCC Manager to uphold.

**God:** It is expected that the TCC manager is in a growing relationship with God. Some marks of this growing relationship are, regular spiritual disciplines, active participation in a local church, living a life of love, service, and integrity towards others, and taking a Sabbath.

**Church:** While the TCC Manager does not need to be a member of ULC, it is expected that he/she supports the values, vision, mission, and teachings of this local church. The TCC Manager will seek to lead and operate TCC as a mission and ministry of ULC. This will involve being engaged with the members of ULC (to varying degrees), occasionally being at ULC on a Sunday morning, and working with ULC church staff to help the ministry of TCC flourish.

**Leadership:** The TCC Manager is a critical leadership role. With this in mind, it is expected that she/ he will seek to live a godly and Christ honoring life in all he/she does whether at ULC or away from the building. He/she will fulfill his/her responsibilities while being conscious of those he/ she works with, seek to increase and maintain unity amongst all of ULC Leadership, and be willing to share his/her thoughts and passions with the church.