

MORNING TEA AND SUPPER TEAM LEADER ROLE DESCRIPTION:

GOAL OF POSITION

Support church community to spend time together after the morning church service.

SUPPORTED BY (Staff Member)

Tim Collard – 0408758835.

Tim is the Operations Manager of Living Church and will help with training (equipment and rostering), maintenance, and supply of consumables for the service of hot drinks.

JOB DESCRIPTION

The leader will love and support team members for the service of hot drinks after the 9am morning service. This includes:

Team leader

- In consultation with Andrea Pryde, find volunteers.
- Train people in the set up, use and pack down of all aspects of morning tea needs
- Set service patters (e.g., week on, week off or month on, month off).
- Roster people in Elvanto
- Equip team members to swap with people on the team using the Elvanto roster capabilities.
- Build a shared understanding of the ministry

Loves and Oversees volunteers to:

- Set to the coffee cart and drink stations, table and chairs ready for service straight after the church service
- Order taking, preparing and safe service of orders
- Pack down, clean, empty waste and refill water container
- Collate donated cash and put into the general giving box
- Collate a list of needed consumables for ordering

It's up to the team leader how often they participate in the team roster.

Team structure (for guidance only)

Previously, teams are made up of people in the following areas that are responsible for set up tasks, service of beverages, and close down tasks

Person 1	Tea and instant Coffee station	Uses urns and consumables for instant service of hot instant (incl. tea) drinks.
Person 2	Order taking for Coffee Cart.	Take orders writing the order and name of the person. Servicing the drink back to the person after order fulfilled

Person 3	Barista 1	Makes the ordered drinks fulfilled by the coffee machine on the coffee cart
Person 4	Barista 2	Supports Barista 1 with texturing and pouring milk.

TIME REQUIRED

The weekly time commitment depends on the autonomy of the team members.

Here is a guideline:

Recruit volunteers	Communicating through the newsletter	2-3 hours once per term
Train volunteers	How to use Elvanto Use of coffee / tea making equipment Start up and shut down routine tasks Dealing with the donations Ordering consumables	2 hours once per term
Participating on roster (as needed)	Set up Service Close down	15 min 30 min 15 min
COVID safe service training	TAFE online course. Every team member must complete this online course	30 min

LENGTH OF COMMITMENT

We are seeking the team leader to serve for a twelve-month period.

TRAINING PROVIDED

You will be trained in

- the use of Elvanto roster functionality,
- the set up and pack down tasks.
- tips for the use of the coffee machine for espresso shots, milk texturing, pouring and serving.

QUALIFICATIONS AND SPECIAL SKILLS

Able to communicate, support and train team members in this ministry.

BENEFITS TO THIS POSITION

Serving visitors and regulars at church is a great way to learn people's names, to be involved in church and to be a witness to those you serve. You will witness the gathering of people in a safe Christ centred community enjoying each other's company.