



JOB DESCRIPTION

Date Prepared: 10/28/2025

Job Title: Barista

Job Classification: Part Time/Non-Exempt

Department: Rulu Coffee

Department Mission:

- To RAISE UP love and LIFT UP others by creating an **excellent product** in a **great place** surrounded by **awesome people**.

Experience and Knowledge Required:

- Coffee, retail, hospitality, and/or customer service experience preferred.
- Ability to read and speak English proficiently.
- Excellent communication skills.
- Basic mathematical skills.

Key Functions and Responsibilities:

- Maintaining clean and tidy coffee shop areas at all times.
- Prepare and serve coffee and other drinks that meet quality standards.
- Properly handle and maintain all equipment.
- Respond to orders, questions, concerns, and complaints in a polite and timely manner.
- Accurately handle cash and credit card payments, following appropriate cash-handling procedures.
- Serve customers quickly and efficiently.
- Demonstrate a thorough understanding of all the menu offerings.
- Observe relevant health and safety standards.
- Nurture friendly relationships with customers to increase loyalty and boost our reputation.
- Availability to work around peak hours, including nights, early mornings, weekends, and holidays.
- Ability to walk, bend, and stand for extended periods.
- Ability to carry up to 50lbs.

Personal Attributes:

- Love for God.
- Love for people.
- Pursues excellence that honors God and inspires people.
- Enjoyable to be with, and devoted to the call of God and the Church.
- Displays a high-level of hospitality, and a service-oriented attitude.
- Actively participates in the life of the church including community involvement.
- Supports the church through regular tithe and offerings.
- Work ethic to get the job done on time.

Success Metrics:

- **Work ethic:** We are on time, consistent, available and are able to work in a fast paced environment.
- **Attitude:** This is measured by doing something we don't desire or like to do. Showing up everyday with a positive attitude and we are willing to engage and connect with people.
- **Excellence:** We do what it takes to make it the best it can be. We are efficiently consistent with our work.
- **Teamwork:** Foster positive relationships by encouraging and uplifting others.
- **Participation:** We participate in the vision of the organization. We bring new ideas to the table, we help whenever there is a need to be met.