JOB TITLE:	BARISTA
MINISTRY AREA:	The Hills Coffee Co.
EMPLOYEE NAME:	Open
REVISED DATE:	7/22/2026
CLASSIFICATION:	Part-Time Non-Exempt
ACCOUNTABLE TO:	Café Manager

OUR MISSION

The mission of Pine Hills Church (PHC) can be expressed in three words: **BRING** (1 Tim 2:4), **BUILD** (Luke 10:27), and **SEND** (Matthew 28:19). We aim to bring people to Jesus, build people to live like Jesus, and send people out to multiply like Jesus. Our values are **Bible-driven**, **Jesus-centered**, and **Spirit-led**. Our mission and values are the lens through which we view and evaluate our ministries.

By serving high-quality food & beverage with great attention to detail in caring for each guest, The Hills Coffee Co. will act as a catalyst for PHC to BRING people to Jesus, BUILD people to live like Jesus, and SEND people out to multiply like Jesus.

VISION & PURPOSE OF ROLE

We are looking for an enthusiastic and experienced Barista to join our team. The ideal candidate will have a passion for coffee, excellent guest service skills, the ability to thrive in a fast-paced environment, and a heart for ministry. As a Barista, you will be responsible for crafting high-quality beverages, providing exceptional service to our guest, maintain a clean and organized workspace, and create a space for community.

RESPONSIBILITIES

- Customer Interaction
  - Greet Customers: Warmly welcome guests as they enter PHC.
  - Take Orders: Accurately listen to and record customer orders, including any special requests or dietary restrictions.
  - Promote additional Products: Suggest additional items or promotions to enhance the customer experience.

- Point of Sale
  - Handle Payments.
  - Process Transactions: Use the cash register or POS system to process payments, including cash, credit/debit cards, and mobile payments.
  - Provide Receipts: Offer receipts and thank customers for their purchases.

- Prepare Beverages
  - Grind coffee beans to the appropriate size for the drink being prepared.
  - Brew coffee using the appropriate methods (coffee makers, French presses, or pour-over methods).
  - Assemble consistent, high-quality drinks according to standard recipes or customer specifications.

- Prepare Food
  - Prepare Pastries and Snacks: Heat, toast, or assemble pastries, sandwiches, and other food items.
  - Present Food Items: Arrange food items attractively and ensure they meet quality standards.

- Maintain Equipment and Work Area
  - Regularly clean and maintain espresso machines, grinders, coffee makers, and other equipment to ensure proper functioning and hygiene.
  - Keep the preparation and serving areas clean and sanitized, following health and safety guidelines.

- Restock Supplies:

    - Monitor inventory levels for coffee beans, milk, syrups, and other supplies.
    - Replenish items from storage or place orders for additional supplies as needed.

- Address Customer Concerns:
    - Handle customer complaints or issues promptly and courteously.
    - Collect and act on customer feedback to improve service and product quality.

- Complete Administrative and Miscellaneous Tasks
    - Complete daily sales and inventory reports.
    - Maintain logs of equipment maintenance and cleaning schedules.
    - Ensure register is in line with sale reports

- Work collaboratively with other team members to ensure smooth operation and high customer satisfaction.

- Other duties as assigned.

KNOWLEDGE AND SKILLS REQUIRED

- Coffee Knowledge: Understanding of different coffee beans, brewing methods, and espresso techniques.
- Customer Service Skills: Strong interpersonal and communication skills.
- Technical Skills: Proficiency in using coffee-making equipment and POS systems.
- Time Management: Ability to multitask and manage time effectively during busy periods.
- Attention to Detail: Ensuring accuracy in order taking and beverage preparation.