



CORNERSTONE

2211 E Pecos Rd Ste 2. Chandler, AZ 85225

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Job Title: Director of Café and Bookstore
Report to: Executive Director of Business Administration
Position Status: Part-time 32 hrs

Summary of Position: Oversees the operation of the Cornerstone Christian Fellowship Café and Bookstore, and aligns and maintains operations with Cornerstone's mission, vision, and core values. Lead by example, cultivate a positive spirit throughout the Church body, and represent Christ and His Church well in the community at large. Be a team player and follow the biblical model of sacrifice by being willing to put the needs of others in front of their own.

Personal Life:

- Model the qualifications of an elder (1 Tim 3:1-7, Titus 1:6-9, 1 Peter 5:1-4)
- Model biblical community in his/her relationships (Matt 5:23-24, Matt 18:15-17, Eph 4:25-32)
- Model biblical family life before the body (Eph 5:22-6:4)
- Model biblical integrity in all things (1 Tim 6:11-12)

Job Requirements:

- Demonstrate accomplishment working in management
- Demonstrate strengths in the following areas: 1) operations of a café/restaurant and retail store; 2) Knowledge of local health code requirements; 3) understanding of current trends, products, and demand; 4) marketing and advertising strategy development and implementation; 5) recruiting, scheduling, and coaching staff; 6) system and process implementation; 7) problem solving, decision making, and change management
- Communicate a clear understanding of Church culture and have the ability to articulate the differences and similarities between the "Church" and "Business" worlds
- Be positive, supportive, and in alignment with the mission, vision, core values, and doctrinal statement of Cornerstone Christian Fellowship

Job Responsibilities:

- Oversee operations of the Café and Bookstore, leading the respective managers
- Implement a more robust menu in the Café and implement 7 day/week operations
- Stay on top of trends in retail and small restaurants
- Develop and implement a marketing and advertising plan for the Café & Bookstore in the community
- Develop a business plan and annual budget for the Café and Bookstore, providing monthly financial analysis
- Be the liaison of the Café and Bookstore with Ministry Directors
- Lead the Café and Bookstore managers providing; clear and consistent communication of the organizational vision, personal/professional development, and support to make the entities successful
- Communicate with the Accounting office on cash flow requirements and together with the Student Ministries Department for providing summer camp scholarships
- Participate in the annual job performance review process