



RIDGETOP COFFEE & TEA *of Riverside Church*

Ridgetop Coffee & Tea is a specialty coffee shop and café located in Sterling Virginia. As a ministry of Riverside Church, Ridgetop was able to serve 84,000 people in 2022. We see each one of these exchanges as an opportunity to extend hospitality to our community. Are you looking to make a difference in the community? We are seeking a store manager with a faith in Jesus Christ, leadership experience, an understanding of radical hospitality and proven business operational management expertise.

Primary Responsibilities:

- Fulfilling the visible mission of Riverside Church by overseeing and managing the day-to-day coffee shop operations in an efficient, fiscally responsible, and welcoming manner.
- Embodying high store standards and fostering a positive relational environment for employees and guests.
- Recruiting, training, managing, and leading over 40 Ridgetop staff (employees and volunteer).
- Managing store products, purchasing, vendor relationships, staffing schedules, finances, customer service and community outreach.
- Planning and executing internal and external catering events, developing, and coordinating ideas for new and featured products and creating and implementing marketing, outreach, and social media plans.

Position Requirements:

- Managerial experience required; Experience working in the food or hospitality industry preferred.
- Proven relation-oriented management skills with exemplary organizational, time management, communications, and customer service abilities.
- Experience with creating and managing budgets, tracking expenses, and creating P&L statements.
- Must be able to work a 40+ hour work week and be willing to work a flexible schedule.
- Must obtain a food handler's license and be aware of regulations concerning food health and safety.
- Must have a valid driver's license, reliable transportation and be able to perform the physical demands of the position.

Mission:

As a ministry of Riverside Church, Ridgetop shares Riverside's values and beliefs. The Ridgetop manager, as an employee of the church, is expected to align with these beliefs and values. The mission of Riverside Church is to CONNECT people to God and each other through Jesus Christ. EMPOWERING people to use their gifts to honor God. IMPACTING our community and the world through Christ's love.

Thank you for your interest in the Manager position for Ridgetop Coffee and Tea. If you would like more information, please contact us. Competitive compensation and benefits package will be discussed during the interview process. Interested candidates can submit a resume with cover letter and the below information to Daniel@RiversideChurch.com

Name:

Address:

Contact Phone:

Contact Email: