



## ASSISTANT MANAGER ROLE DESCRIPTION

The Assistant Manager leads Wild Blue (CHCC's café and bookstore) staff and volunteers to provide fantastic service; builds a store culture defined by love and exceptional customer service; ensures excellence in delivery of top-quality products and services; manages store operations in professional manner; and ensures an attractive, inviting welcoming environment.

## RESPONSIBILITIES

### Lead the Wild Blue Staff Team for Maximum Impact While on Duty

- Co-manage the staff effectively both on the "what" (measurable outcomes) and the "how" (staff engagement and culture)
- Provide direction, training, support, feedback and coaching for the Wild Blue team and volunteers, as appropriate

### Recruit, Lead and Disciple a Highly Effective Volunteer Team

- Recruit volunteers for a robust ministry
- Build a culture defined by love and unity
- Invest in volunteers for spiritual development and growth

### Ensure Excellence in Daily Operations

- Build and maintain relationships with vendors
- Organize and communicate all Wild Blue special events, catering activities and book events
- Serve as EMS Scheduling Captain for the department

### Manage Combined Wild Blue Café and Bookstore Operations

- Manage inventory
- Recommend selections and offerings
- Lead the team to uphold high standards of store cleanliness and attractiveness

### Assist Manager in Keeping a Breakeven Financial Status for Wild Blue Café and Bookstore

### Manage Book and Spiritual Development Resource Inventory

### Welcome Customers and Provide Assistance

### Perform Other Duties and Tasks as Assigned

### Model Servant Leadership and Exhibit a Helpful, Joyful Attitude

### Demonstrate a Commitment to Growth

- Receive and apply training and development from the Manager
- Attend department and all-staff meetings

**POSITION TYPE:** Part-Time, Non-Exempt

**HOURS PER WEEK:** 20+