



Cathedral Coffee Assistant Manager

About Northway Church:

Northway Church began in 1998 as a church plant of Vineville Baptist Church in Macon, Georgia to reach a community of largely unchurched neighborhoods located on the north side of the city. Since 1998, the church has grown from 2-300 individuals attending on Sunday to approximately 1200-1300 attending worship each week. The church sits on 28 acres of property strategically located between growing commercial and residential areas.

Northway's vision is very simple: "For the Gospel, For the City." We believe God has placed us in Middle Georgia to be a catalyst for spiritual change in our community. As our vision statement reads: "When the Gospel transforms a life, it also transforms a home, a workplace, and a city. Northway Church is committed to developing leaders who will take the Gospel to our city by serving, loving, and sacrificing with no limits. We are for the Gospel, and we are for the City. Let's go!"

In 2018 Northway completed a \$7 million expansion which included a new Student Center, an expanded foyer, and a retail coffee shop (cathedralcoffee.org) open to the public Monday-Saturday. We've also recently expanded our Weekday Preschool to include an extended day option for families. We are proud to say that Northway truly is a church whose ministry is operating seven days a week.

About the Cathedral Coffee:

Cathedral Coffee is a full-service coffee shop located on the west side of Northway Church's campus in Macon, GA. Since opening in 2018, Cathedral has become a local favorite for its specialty drinks, warm scones, and delicious sandwiches. In addition to serving our community through in-house service, Cathedral has taken on catering and provides meals for events all around town. The vision of Cathedral Coffee is to create a warm environment where healthy relationships can be fostered, excellent service is expected, and God's gracious gift of food and coffee can be enjoyed. Whether someone is a local regular or a traveler passing through, they will be treated with respect and dignity and greeted with a warm smile.

About the City of Macon:

Macon is a family-oriented, medium-sized city in middle Georgia. Macon and its surrounding communities have a population of about 150,000. Macon is home to Mercer University, Wesleyan College, and Middle Georgia State University. There are a number of educational choices for families with children: Bibb County schools, two charter schools, several private schools, Monroe County schools, as well as Houston County schools. Macon also has a low cost of living, but with quick access to cultural and sporting events in Atlanta.

The Role of Assistant Manager:

The Assistant Manager of Cathedral Coffee will assist the manager in general oversight and management of the coffee shop. This means cultivating a culture of unity amongst the staff and promoting the vision given in conjunction with both Cathedral Coffee and Northway Church. Additionally, the Assistant Manager will be tasked with ensuring the day-to-day operations of the coffee shop are handled in a manner of excellence and proficiency.

Supervisor: The Assistant Manager will report directly to the Cathedral Coffee Director and be accountable to the leadership of Northway Church.

Position Classification: Salaried full-time employee.

Responsibilities:

- Manage day-to-day operations including opening and closing the store, as assigned
- Carry a continued pulse on inventory management
- Directly minister to team members
- Develop and maintain gospel-centered relationships with guests
- Assist in scheduling
- Hiring and developing team members
- Ensuring the shop is adhering to local and state health code requirements

At Northway Church and Cathedral Coffee, we believe the best employee is flexible and operates within a team-first mentality. This means employees may be asked to take on that are outside the scope of their job description.

Competencies:

- Must have a high degree of moral character and integrity
- Ability to direct team members with clarity and professionalism
- Growing emotional intelligence to be aware of the needs of others
- Authentic kindness towards all people
- Maintain level-headed and kind demeanor during high-volume hours

Credentials:

- Born again disciple of Jesus Christ
- College degree preferred
- 1-3 years of customer service experience
- Coffee shop experience preferred
- Team-first orientation

