



Job Title	Job Code	FSLA Status	Employment Status	FTE Authorization	Date Revised
PT or FT Shift Lead		Non-Exempt	Hourly		Sept2021

**About the organization:**

Inspired Coffee is a premium coffee shop, a neighborhood place, located in downtown Lake Geneva, employing up to 20-30 individuals with mild to moderate developmental disabilities in an integrated setting where are celebrated, job trained, coached and, over time, placed into a fully integrated work setting.

**Mission Statement:**

Empowering adults with disabilities to live with greater purpose and achieve their individual best in a thriving environment.

**Core Values:**

1. Christ-centered
2. Empower
3. Equity
4. Excellence
5. Serve with Love
6. Better together

**Performance Standards:**

- **Servant** – One who is Christ-like, humble, helpful, committed and empathetic.
- **Team** – One who draws people together, unifies, encourages shared ideas, and fosters open communication.
- **Achiever** – One who is loyal to the mission and goes above and beyond to achieve goals that move the ministry forward.
- **Respect** – One who is kind, patient, affirms the value of others while being open and approachable.
- **Skilled** – One who uses their knowledge, gifts, skills, and expertise to perform their job exceptionally, is teachable, and continually pursues professional growth.

**Position Description:**

The Shift Lead at Inspired Coffee is responsible for assisting all trainees with their vocational development and personal growth and assisting the General Manager with day-to-day operational tasks such as opening/closing the coffee shop, general cleaning and restocking, and performing all duties outlined in the job descriptions of the Inspired Barista, Cashier, and Host/Hostess.

**Primary Responsibilities**

- Working with vendors and ordering product
- Inventory management
- Managing shifts
- Opening and closing the shop
- Backup support for scheduling trainees
- Proficiency in the key training positions of barista, host, and cashier

**Other**

- Other duties as assigned by the General Manager

**Education/Qualifications:**

- Experience – Required: Five years of customer service experience in a fast-paced environment.
- Education: High school diploma or equivalent.
- Certification
- Salary: \$15.00 per hour

**Physical Requirements and Working Conditions**

Work primarily on your feet in a coffee shop environment; occasional lifting of inventory and product up to 20 lbs.; providing fast-paced, friendly service and assistance to customers. Patiently work alongside our trainees, leading the team on the floor by following deployment guides to ensure efficient working environment.

*\*This job description is not intended to be all inclusive. Therefore, the employee may be requested to perform other reasonable duties as assigned by the immediate supervisor or other management as required. Inspired Coffee reserves the right to revise or change job duties as business requirements dictate. It is mutually agreed the job description does not constitute a written or implied contract of employment. It is also understood the company reserves the right to change work schedules as required, including overtime.*