



Title: Coffeehouse Associate	Prep/Revised Date: July 2025
Reports To: Coffeehouse Manager	Direct Reports: N/A
FLSA /Hours: Non-Exempt / Part-time	Campus: Fort Collins

Summary

The Coffeehouse Associate is a trained barista, serving and assisting customers with excellent customer service. He or she directly assists the Coffeehouse manager and can fill in during the manager's absence.

Duties & Responsibilities

- Serve as a trained barista.
- Oversee all coffeehouse operations when the manager is unavailable.
- Respond to problematic situations during the manager's absence.
- Reinforce daily standards and duties as set by the manager.
- Complete weekly inventory and places orders as needed.
- Assist with bookkeeping and deposits when the manager is unavailable.
- Fill in as needed to cover or manage open shifts.
- Assist with recruiting and training new volunteers as needed.

Skills/Qualifications

- Must be able to perform the duties of a barista in a fast paced, rapid turnaround environment.
- Comfortable in Microsoft Office Suite applications.
- Must have basic mathematics, cashier, and expense monitoring skills.
- Must have quality interpersonal skills, with the ability to work with people, and to communicate clearly and effectively on the telephone, by e-mail, and in person, demonstrating both tact and diplomacy.
- Must be able to work a flexible schedule and serve during evenings and weekends as necessary.
- Demonstrate a team-first and adaptable attitude.

Education and/or Experience

- High School diploma or GED.
- One year of relevant experience is preferred.

Conditions of Employment/Physical Demands

- A satisfactory outcome from a criminal background check.
- Compliance with the Employee Handbook and Timberline Church Staff Covenants.
- Attend Staff Chapel (Part-time not required).
- While performing the duties of this job, the employee is required to stand, walk, sit, use hands, operate tools or controls, reach with hands and arms, talk, hear, and see.
- In the spirit of continuous improvement and serving one another, you may be asked to assist with interim duties or other duties as assigned.

To Apply: Click the link below to complete the job application. Please upload your cover letter and resume with the application. We will contact you for next steps.

Please Note: you must submit all requested items to be considered for employment. You do not need to complete the S.H.A.P.E Assessment unless specifically asked.

Position Details: Part-Time.

Hours: 10-15 hours per week. Hours decided upon hire with the manager's discretion.

Compensation: Non-exempt. \$14.81-17.50 per hour; based on relevant experience.

Benefits Include: Paid sick leave.

[CLICK HERE TO APPLY](#)