

HOUSTON'S FIRST BAPTIST CHURCH

Position Assignment:

Job Title: CornerBooks Ministry Assistant

Department: CornerBooks

Hired By: Jen Sharp

Reports To: Jen Sharp

Campus: The Loop Campus

Status: Part Time

Employment Category: V

Summary of Position: The CornerBooks Ministry Assistant is a part-time position responsible for overseeing the CornerBooks coffee ministry, managing additional consumable inventory, operating the front desk register, maintaining the online store, and providing excellent customer service to all guests. This role requires hospitality, organization, flexibility, and a ministry-minded approach to serving both the congregation and community. Working days are Sunday, Tuesday, and one flexible weekday, along with special events.

Purpose: To further the Gospel and ministry of Houston's First Baptist Church through excellent service in the CornerBooks coffee ministry, retail operations, and guest engagement.

Duties and Responsibilities:

- **Oversee Coffee Ministry**
 - Make coffee each morning to open the store on assigned workdays.
 - Order and inventory coffee beans and supplies (cups, lids, sleeves, sweeteners, creamers, etc.) while maintaining vendor relationships.
 - Monitor and arrange for necessary maintenance of coffee machines.
 - Prepare cold brew daily; stamp coffee sleeves weekly.
 - Lead and delegate tasks to Sunday morning coffee volunteers.
 - Ensure coffee area is clean, stocked, and guest-ready at all times.
 - Submit payments for coffee-related vendors promptly and categorize expenditures into the appropriate budget line.
- **Manage Additional Consumables**
 - Track and order snacks, water, and tea weekly.
 - Maintain clean, well-stocked snack and tea stations.
 - Enter purchase orders into retail system and check in deliveries.
 - Label all snack items with priced barcodes for sale.
 - Submit payments for consumable-related vendors promptly and categorize expenditures into the appropriate budget line.
- **Front Desk & Guest Services**
 - Operate the register for sales, refunds, gift card transactions, and more.
 - Answer questions about products, pricing, and library resources.
 - Assist with book check-outs and returns.
 - Provide excellent customer service in person and over the phone.

- Team Support
 - Learn basic responsibilities of other staff roles to serve as backup when needed.
 - Fill in for other shifts and cover librarian duties when necessary.
- Maintain Online Store
 - Upload product photos, add/remove items, and update featured products.
 - Process online orders and coordinate shipping.
 - Collaborate with the social media team for product promotion.

Skills Requirements: Select all that apply

- | | | |
|---|---|--|
| <input type="checkbox"/> Language skills | <input type="checkbox"/> Math skills | <input checked="" type="checkbox"/> Reasoning ability |
| Computer skills: | <input type="checkbox"/> Windows <input type="checkbox"/> Mac | <input checked="" type="checkbox"/> MS Office <input checked="" type="checkbox"/> MS Outlook |
| <input checked="" type="checkbox"/> Administration | <input checked="" type="checkbox"/> Service to others | <input type="checkbox"/> Teacher/Leader |
| <input checked="" type="checkbox"/> Good Communication skills | <input checked="" type="checkbox"/> Team builder | <input checked="" type="checkbox"/> Self-disciplined |
| <input type="checkbox"/> Servant leader | <input checked="" type="checkbox"/> Decision maker | <input checked="" type="checkbox"/> Strong work ethic |
| <input checked="" type="checkbox"/> Empathy for ministry partners | <input checked="" type="checkbox"/> Attention to detail | |

Education and/or Experience: Select all that apply

- | | | |
|---|---|---|
| <input type="checkbox"/> College graduate preferred | <input checked="" type="checkbox"/> Administrative Experience | <input type="checkbox"/> Personnel Management |
| <input checked="" type="checkbox"/> Church Staff experience preferred | | |

Organizational Relationships: Reports to CornerBooks Director

Working Conditions: Select all that apply

- | | | |
|---|--|---|
| <input type="checkbox"/> 40 hour work week | <input checked="" type="checkbox"/> Additional hours as needed | <input type="checkbox"/> Occasional off campus activities |
| <input type="checkbox"/> Continuing Education | <input type="checkbox"/> Specialized training | <input type="checkbox"/> Occasional travel |

Prepared By: Jen Sharp

Title: CornerBooks Director

Date Prepared or Revised: August 26, 2025

Signature of preparer: _____

I have read and received a copy of my job description. I understand this document overrides anything I have understood in the past. I further understand that I am expected to work according to this job description. If I have questions concerning the work and what is expected of me, I will speak to my direct supervisor.

Employee Signature

Date

Print Name