

# HOST TEAM **BARISTA**

ON MISSION TOGETHER



## JOB DESCRIPTION

**Purpose:** to create a welcoming environment and make great coffee

### *BEFORE YOU ARRIVE*

- **For 10am baristas: Buy milk:** (6L full; 2L light) – keep the receipt if you need reimbursed (or arrange with your coffee buddy).
- **Touch base with who you are rostered on with to organise milk:** to find out who you are on with either login to Elvanto ([clovelly.elvanto.com.au](http://clovelly.elvanto.com.au)) or use the app. Find the service, go to 'Volunteers', then 'Coffee Team'

### *SETUP*

- **Arrive early:** 9.15am or 3.30pm
- **Check the WATER tank**
- **Check the WASTE tank**
- **Setup:** fill urn for tea, check tea bags + sugar, get dishwasher trays ready to collect dirty cups
- **Practise:** your perfect pour

### *COFFEE TIME*

- **Smile + make great coffee!**
- **Last coffee:** please don't make coffees after the service has started

### *AFTER CHURCH*

- **Wash:** use the dishwasher to clean the cups & pack them away
- **Clean:** follow laminated clean down instructions
- **After 10am:** sms whats app group to update on milk for 4pm
- **After 4PM:** turn off coffee machine, grinder, urn at powerboard

**Roster created by:** Office Administrator

**Reports to:** Coffee Coordinator [Josh, 10am | Damon, 4pm]