



Job Description

Calvary University is seeking an enthusiastic, ministry-minded professional to serve as our **Warrior Café/Mailroom Manager**. Calvary's mission is to "...prepare Christians for life and service in the church and in the world according to a Biblical worldview..." and employees seek to integrate the day-to-day operations of each University department with this mission.

To apply, please send your completed [Staff Application](#) to Calvary University at humres@calvary.edu or fax to 816-331-4474 or mail to Calvary University, Attn: Human Resources, 15800 Calvary Road, Kansas City, MO 64147.

Job Title: Warrior Café/Mailroom Manager
FLSA Status: Part-time (20 hours/week), Non-Exempt
Salary: \$17.00/hour

Job Summary

The Warrior Café/Mailroom Manager seeks to provide a warm and inviting place for students to congregate and fellowship with staff, faculty, and other students and efficiently and accurately processes all incoming and outgoing mail for the University.

Job Responsibilities

- Provides excellent customer service in a professional manner
- Greets and fellowships with clientele
- Supervises the use of television/videos in accordance with posted Calvary policies
- Maintains fresh coffee and food product stock
- Manages inventory for both Coffee Shop and the Mailroom (includes purchasing)
- Maintains a clean environment in compliance with Health Department regulations
- Ensures that student workers obtain and maintain appropriate Food Handler certification
- Accurately handles cash and credit card sales
- Distributes incoming mail and processes outgoing mail in a timely and secure manner
- Trains and supervises student staff
- Handles customer comments/complaints effectively and with tact
- Monitors all spending and prepares reports, ensuring compliance with the budget
- Attends meetings or participates on committees as needed

Job Qualifications

1. Required Qualifications
 - Able to maintain a good working relationship with students, faculty, staff, and vendors
 - Possess strong organizational and management skills
 - Be strongly detail-oriented
 - Possess good customer service skills
 - Skilled in problem-solving
 - Possess basic computer skills, including MS Outlook
 - Able to stand for long periods
 - Able to lift and carry up to 50 pounds
 - Able to carry up to 30 pounds while climbing stairs

- Able to work at a fast pace during busy hours and manage multiple tasks simultaneously

2. Preferred Qualifications

- Experienced in customer service
- Experienced with USPS regulations
- Previous successful experience in management
- Familiarity with coffee roasting/grinding/brewing procedures
- Proficiency in Microsoft Office Suite

Prospective employees will receive consideration without discrimination based on race, color, age, national origin, handicap or veteran status.