



Casa Grounds for Solidarity Volunteer Position Description

Title **Coffee Sellers / Team Leader**

Importance of the position to the Franciscan Renewal Center

To spread the message, through education and sales of fair trade Café Justo coffee, that our goal is to support a sustainable economic base for farmers and roasters and their families in Mexico.

Responsible to Each other and Casa Grounds for Solidarity Ministry Coordinator

Definition of Duties

Coffee sellers:

- Are familiar with the monthly procedures regarding inventory, deposit sheet, cash box and selling information/preparation
- Sell coffee after mass as scheduled, resupply baskets with needed product for the next mass and stay until agreed upon departure
- Can describe the types of coffee and can share with others the benefits of buying Café Justo fair trade coffee
- Arrives at selling table 30 minutes before mass and reports to Team Leader for further instructions
- [Sellers and Team Leader] Provide on the job training for new volunteers
- Rotates/Pulls “oldest coffee” forward to sell first
- Set-up coffee display on table
- May be asked to set-up or take down coffee display or take inventory
- Attends periodic ministry meetings

In addition to the above, the Team Leader:

- Calls and confirms new volunteers 3-5 days prior to sale date
- Arrives 30 minutes prior to Mass and prepares and/or checks baskets and other items needed for set up are ready including cash box and bank envelope; reviews instructions/information sheet
- Team Leader completes sales deposit form and returns it to safe

Length of Commitment 1 year

Time Required 2 hours per month not including meetings



Qualifications for Coffee Seller

- Friendly and personable
- Desire to sell coffee and support this ministry
- Simple sales transaction skills and money handling
- Access to a computer and basic email skills

Team leader Qualifications in addition to Coffee Seller

- Team leaders sell but also bear a little more responsible when selling
- Team leader has experience as a Coffee Seller
- Team leader is able to train new volunteers

Training Provided

- Training to be provided by Ministry Coordinator or other Team Leader
- To include checklists

Evaluation

- Annual group evaluation of the ministry
- Annual personal reflection prior to the group evaluation