

**Village Seven Presbyterian Church
Job Description**

Job Title: Hospitality Coordinator

Purpose: This position is a ministry of hospitality and provides oversight of the use and maintenance of the kitchen and coffee bars and coordinates meals/refreshments for church programs.

Department: Administration

Reports To: Administrative Pastor

Pay Type: Hourly Salaried

Time Required: Variable, depending on events
(Averages about 10 hours per week)

Eligible for Overtime: Yes No

If no, check type of exemption: Professional Executive Administrative Ministerial

Supervisory Position: Yes No

If yes, check type: Employees # _____ Contract Wkrs # _____ Volunteers # 20

Supervisory responsibilities include assigning, scheduling, monitoring and controlling work; evaluating and managing performance; interviewing, hiring, and orienting new employees; training employees when necessary; making salary recommendations; and recommending discipline or termination when necessary.

Job Titles Supervised (if applicable):

Works closely with: Hospitality Team, Church Staff, Congregation, Coffee Team, Receptionist (related to scheduling and use of facilities), and Custodial Supervisor

Duties and Responsibilities:

- A. Hospitality Team: Recruit a team of volunteers to help serve at events, clean, and maintain spaces and equipment related to hospitality
- B. Food Planning and Preparation: Prepare certain meals/refreshments in support of church programs, such as Membership Class, Thanksgiving Pie Social, Presbytery, Wedding and Funeral receptions, and conferences. These responsibilities often occur during the evening hours and on weekends.
- C. Cleanliness: Assure that all kitchen facilities, utensils, and equipment are maintained in a clean and sanitary condition.
- D. Property Control: Exercise control over kitchen and associated property; provide for the security and use thereof. This includes such items as food supplies, cooking utensils, dishes, silverware, etc.
- E. Deep Cleaning: See that a deep cleaning of kitchen and equipment happens periodically. Particular attention should be given to food storage facilities, refrigerators, stoves, appliances, etc.

- F. Linens: Provide for adequate stock of and the cleaning of linens.
- G. Inventory: Assure that kitchen supplies are maintained in stock at satisfactory levels. Maintain an inventory of all kitchen materials and equipment.
- H. Training: Provide classes to teach users how to properly use kitchen and equipment, cleanliness and storage procedures and other related topics.

Minimum Requirements:

Faith: This position must be held by an individual who is an active, practicing evangelical Christian who is committed to the church’s vision and mission and agrees with our Statement of Faith. There is no other background that can substitute for this requirement.

Education: High school diploma or the equivalent; a Bachelor’s Degree is preferred. Other background that may substitute for this requirement is listed below.

Experience: Prior experience in food preparation and serving, preferably in a church; supervisory/team leader experience. Other background that may substitute for this requirement is listed below.

Or other background demonstrating application of the following knowledge, skills, and abilities:

- Has a servant’s heart; willing to serve diverse ministries as needed
- Relation, outgoing, and very good with people
- Effective communicator to staff, volunteers, members
- Ability to recruit team members
- Strong administrative, organizational and time management skills
- Self-motivated; multi-tasking
- Ability to manage/equip/supervise hospitality teams
- Knowledge of kitchen equipment (operate, maintain)
- Able to serve groups of all sizes
- Has a Food Handler Certificate or other food service training

Physical, Mental, and Emotional Requirements of this Position Include:

<i>WORKING ENVIRONMENT:</i>	SELDOM	OCCASIONAL	FREQUENT
COLD (50 F or less)		X	
HEAT (90 F or more)	X		
GASES/FUMES/DUST	X		
HEIGHTS	X		
NOISE		X	
CLIMBING (Stairs/Ladders)		X	
DRIVING		X	
CRAWLING OR KNEELING	X		
BENDING			X
WALKING/Uneven Surfaces			X
WORKING ALONE		X	
WORK WITH OTHERS			X
CHEMICALS/SOLVENTS		X	
MOVING HEAVY ITEMS:	SELDOM	OCCASIONAL	FREQUENT

<i>SENSORY CAPABILITIES</i>	SELDOM	OCCASIONAL	FREQUENT
VISUAL ACUITY: Near			X
VISUAL ACUITY: Far			X
COLOR DISCRIMINATION			X
HEARING			X
SPEECH			X
MANUAL DEXTERITY			X
EYE/HAND COORDIN.			X
<i>TRAVEL:</i>			
Local			X
National	X		
International	X		
REPETITIVE MOVEMENTS:			
(please list) Use of computer and mouse.			X
OPERATING MACHINERY:			

LIFTING/LOWERING	over 20 lbs	10 – 20 lbs	under 10 lbs
REACHING FORWARD	over 20 lbs	10 – 20 lbs	under 10 lbs
PUSHING/PUSHING	over 20 lbs	10 – 20 lbs	under 10 lbs
CARRYING	over 20 lbs	10 – 20 lbs	under 10 lbs
MENTAL DEMANDS			
REGULARLY PRESENT AT WORKPLACE			X
SPEAKING TO LARGE GROUPS		X	
INTERPRETING OR ANALYZING DATA		X	
MAKING QUICK DECISIONS			X

FACSIMILE (FAX)	X		
COMPUTER /MOUSE			X
COPIER/PRINTER			X
TELEPHONE			X
EMOTIONAL DEMANDS			
CALM IN STRESSFUL SITUATIONS		X	
SUPPORTIVE TO THOSE IN CRISIS		X	
FREQUENT INTERRUPTIONS			X
MULTIPLE DEMANDS OR PRIORITIES			X

Pay and Benefits: The hourly rate range for this part-time position (average 10 hours per week) is \$15.00 to \$18.00. There are no benefits with this position.

Evaluation: This position is evaluated annually by the Administrative Pastor. A written report is prepared of this evaluation and signed by the Hospitality Coordinator and the Administrative Pastor. During the course of the evaluation, the Job Description shall be reviewed and needed alterations discussed.

This description is not intended to be an exhaustive list of all responsibilities, skills, or working conditions associated with this job. It is intended to be a reflection of the principal job elements essential for making compensation and employment decisions.

Employee’s Affirmation:

I have read this job description and understand its requirements. I affirm that I have the physical, mental, and emotional ability to perform the Duties and Responsibilities of the position and that I have informed the supervisor of any accommodations I need to do so. In addition, I affirm that I understand my role in the ministry of the Church, that I fully support that ministry, and that I will behave in a way that is consistent with belief in Jesus Christ, the Scriptures, and the teaching of the church.

Employee’s Printed Name: _____

Employee’s Signature: _____ **Date:** _____

This document last reviewed in February 2024.