



## Position: Church Hostess

### General Overview

This position will act as hostess to internal and external groups. Responsible for the planning, operating, cooking, catering, cleaning, and staffing of the kitchen. To assist the church or outside groups when needed with the service of food, refreshments and/or beverages. The position also allows for consultation with the group in their planning stages.

**Ministry Purpose:** Consistent with Romans 12:9-15 and Ephesians 4:11-12

### Spiritual Responsibilities

- Seek to be a role model in attitude, speech, and actions in a consistent daily walk with Jesus Christ.
- Able to work and serve in accordance with the church's doctrinal beliefs and practices.
- Exercise servant leadership with and Christian ministry to kitchen staff team members.
- Be prepared to provide Biblical/Ministry resources and assistance to those who inquire.

### Essential Functions

- Plan or assist in planning menus for Wednesday night dinners and other events.
- Manages the purchasing and ordering of food and deliveries.
- Coordinate with caterers and or vendors in the provision of food for church events.
- Manage kitchen usage for rentals.
- Be present at special church events, committee events or other events, as needed.
- Recruit and train necessary volunteers to set up, serve, and clean-up.
- Meet with Ministries/guest/members to work out the details of their functions.
- Communicates with building principals to identify and evaluate ongoing needs and concerns.
- Collaborates with outside vendors & compares competitive pricing.

### Qualifications:

- High School diploma or GED is required
- Large catering and/or events
- Detailed oriented
- Good communications Skills
- Ability to work independently
- Ability to follow detailed instructions consistently
- Ability to self-prioritize tasks
- Ability to complete tasks within a deadline
- Team Player



- Strong Time-management skills
- Ability to communicate in a professional manner
- Have a personal relationship with Jesus Christ
- Agree to uphold the Church's statement of faith, and be willing to submit to the standards outlined in the Personnel Manual

#### **Position Expectations**

- Part-time as needed
  - Caters will be considered
- Reports to Director of Operations