

HOSPITALITY/SPECIAL EVENTS COORDINATOR

Effective Date: July 2025

Title: Hospitality/Special Events Coordinator

Classification: Part-Time, 20 hours/week (additional hours may be approved for evening and weekend events)

Compensation: \$16-\$20/hour

Reports to: Executive Administrator

Benefits: As indicated in the Staff Handbook

General Purpose: This position will be responsible for facilitating hospitality needs for special ministry events. Examples of special events include but are not limited to receptions, conferences, the annual church picnic, membership lunches, membership classes, and special programs requiring food or beverage. This position is not responsible for coordinating meals for funerals, weddings, or personal congregant events that take place within the facility. However, this position will be responsible for ensuring proper kitchen protocol and food handling practices are adhered to by all parties using the kitchen. This includes being responsible for the cleanliness and organization of the kitchen as well as stocking the kitchen as needed. If not already certified, the person hired for this position will be required to take an online food certification and training course immediately.

Key Job Responsibilities:

- Works with ministry leaders and staff to assess hospitality needs for an event
- Shops for supplies for programs and events
- Maintains a list of preferred vendors and caterers
- Coordinates catering from start to finish including order, pick-up, delivery, set-up, and clean-up of food
- Provides onsite hospitality support by hosting and serving food
- Assists with event set-up, clean-up, and tear down as needed
- Recruits and trains hospitality volunteers
- Maintains oversight of kitchen usage, cleanliness, organization, and inventory (ensuring old food is discarded)
- Maintains and oversees cleanliness and organization of the staff kitchen (restocking as needed)
- Provides oversight and coordination for hospitality support staff as needed including Barista and Sunday Morning Hospitality Coordinator

Qualifications:

- Willing to abide by the policies of the church
- Maintains good relationships with other people
- Humble, teachable, servant-hearted, and a team player
- Strong in coordinating, delegating, and administrating
- Able to type well, use Microsoft Office, and learn how to use Church Community Builder
- Reliable, trustworthy, hard worker
- Seeks to get things done efficiently and effectively
- Self-starter; takes initiative

Review: Reviewed annually