



POSITION DESCRIPTION
HOSPITALITY COORDINATOR
September 2019

- TITLE:** Hospitality Coordinator
- PURPOSE:** Assist the Director of Hospitality Ministry with the oversight of the Kitchen and appropriate food service for Bidwell Presbyterian Church programs and special events.
- SUPERVISION:** Hospitality Coordinator is under the direct supervision of the Director of Hospitality Ministry. She/he is responsible to the Session through the Physical Facilities Ministry.
- STATUS:** This is 5 - 20 hour per week with no benefits.
- EVALUATION:** An annual performance evaluation will be performed by the Director of Hospitality Ministry.

REQUIRED QUALIFICATIONS:

1. Ability to cook for groups of up to 250, plan, budget, shop, serve, and/or order food for all kitchen and food service needs.
2. Excellent culinary skills.
3. Ability to prepare and display food for informal as well as formal events – such as weddings, memorials and outside events.
4. Excellent Time Management and organization skills.
5. Administrative experience with billing/receipt reconciliation.
6. Excellent communication and phone skills. Ability to handle sensitive situations and information in a professional manner.
7. Ability to recruit volunteers, work with them, and train them in the ministry of hospitality.
8. Must be flexible, friendly, resourceful, and responsible.
9. Must have valid California Driver's License and have current ServSafe Certification (or the ability to obtain within 6 months of hire).

REQUIRED ABILITIES:

Kitchen Management:

1. Ability to work with and assist the Director of Hospitality Ministry and Hospitality Services Staff in the coordination of the use of the kitchen and dining facilities for all such functions.
2. Ability to assist the Director of Hospitality Ministry in the maintaining of all food and supplies inventory.
3. Ability to work with the Director of Hospitality Ministry, Hospitality team, and Business Administrator in the scheduling and maintenance of all kitchen and food service equipment, fixtures, and supplies.
4. Ability to assist in the maintaining cleanliness and health standards of the kitchen and all equipment and fixtures in accordance with established guidelines.

Food Service:

1. Ability to cook and participate in the shopping/ordering, preparation, service, and clean up of all food, meals, and special event functions as scheduled by the Director of Hospitality Ministry.
2. Ability to become proficient in the preparation and service of reception foods and service.
3. Ability to plan a pre-budgeted dinner menu for approximately up to 250 men, women, and children.
4. Ability to act as head chef during the preparation of the dinner. Ability to exercise independent judgment and decision making with regards to volunteer supervision and the operation of large scale food production program.
5. Ability to plan, coordinate, train, and supervise volunteer teams during preparation, serving, and clean-up for planned weekly fellowship hours, meals and special events which may include weekends.
6. Assist the Director of Hospitality when scheduled in working with church members and others conducting wedding receptions or other events that might require assistance from hospitality/food services. Provide assistance as required for outside caterers for wedding receptions and other such events according to church policy.
7. Become acquainted and work those who are interested in hospitality and food service making it a key ministry of the total ministry of Bidwell Presbyterian Church.

RELATIONSHIPS WITH STAFF AND SESSION MEMBERS:

Food Services Coordinator is expected to:

- a) Maintain confidentiality at all times.
- b) Be supportive of the church and the church staff in all contacts with the church membership and the general public.
- c) Perform other tasks as requested.

PHYSICAL DEMANDS:

The physical demands are representative of those that must be met by an employee to successfully perform the essential functions of this job. While performing the duties of this job, the employee is regularly required to:

- Frequent standing for long periods of time
- Frequent repetitive motion with hands, use of computer keyboard, telephone, food preparation activities
- Continuous moving and walking in kitchen areas, possibly up and down stairs
- Regular bending and lifting of bulk foods, food bins and hot food dishes. Items are lifted from vehicles, floors, shelving, and work tables. Items can weigh up to 70 lbs.
- Regular crouching to retrieve items from lower shelves.
- Noise level is low to moderate.