

bidwell

presbyterian church

POSITION DESCRIPTION
HOSPITALITY ASSISTANT
September 2019

- TITLE:** Hospitality Assistant
- PURPOSE:** Assist Hospitality Coordinators with the oversight of the kitchen and appropriate food service for Bidwell Presbyterian Church programs and special events.
- SUPERVISION:** Hospitality Assistant 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 a part-time position with variable hours and no benefits.
- EVALUATION:** An annual performance evaluation will be performed by the Director of Hospitality Ministry.

REQUIRED QUALIFICATIONS:

1. Ability to cook, serve, and/or clean for all kitchen and food service needs.
2. Excellent Time Management Skills.
3. Excellent organizational skills.
4. Ability to handle sensitive situations and information in a professional manner.
5. Must be flexible, friendly, resourceful, and responsible.

REQUIRED ABILITIES:

Kitchen Management:

1. Ability to work independently or with and assist Hospitality Coordinators and Hospitality Services Staff in the coordination of the use of the kitchen and dining facilities for all such functions.
2. Ability to assist in the maintaining cleanliness and health standards of the kitchen and all equipment and fixtures in accordance with established guidelines.
3. Ability to host events in a way that reflects BPC's heart for serving and hospitality.
4. Ability to help maintain policies for kitchen operations.

Food Service:

1. Ability to cook and participate in the 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 work with volunteer teams during preparation, serving, and clean-up for planned weekly fellowship hours, meals and special events which may include Sunday Fellowship hours.
4. Assist the Director of Hospitality Ministry when scheduled in working with church members and others conduction 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.

RELATIONSHIPS WITH STAFF AND SESSION MEMBERS:

Hospitality Assistant 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.
- Work environment is in controlled temperature rooms.
- Noise level is low to moderate.