

**Church Hostess
Trinity Baptist Church
Raleigh, North Carolina**

POSITION TITLE: Church Hostess

IMMEDIATE SUPERVISOR: Minister for Administration

POSITIONS SUPERVISED: none

HOURS: Part-Time

SUMMARY OF POSITION/OBJECTIVE

SPECIFIC DUTIES/TASKS – CHURCH HOSTESS

1. Coordinate with the Food Service Committee provide food service for all church activities as needed.
2. Coordinate all services provided through the church kitchen.
3. Plan menus for Fellowship Suppers and other events including monthly Fellowship meals and weekly Fellowship opportunities around church campus.
4. Order food and paper products for Fellowship Suppers and other church needs.
5. Prepare Reservation Lists for all Fellowship Meals and or events when appropriate.
6. Be responsible for inventory of food and supplies and cost control.
7. Prepare and or coordinate with preferred caterers and or venders in the provision of food for church events. Including Fellowship Meals, major events i.e. Fall Fest, North Hills 5K, Sr. Adult Valentine Banquet etc. (See attached for current agreed upon events)
8. Meet with any potential user of the food service facility (including caterers) and present a copy of the kitchen guidelines and rules. Inventory and inspect kitchen and equipment used by other users after the event.
9. Develop and maintain a preferred caterer list for use by church members and ministries. Train preferred caterers in regard to Trinity's policies. Coordinate food services with preferred caterers and church members and ministries.
10. Ensure that the Church Host/Hostess or a member of Food Services Committee is present when there is outside use of the kitchen in accordance with church policies.

11. Meet with inspectors and other appropriate visitors.
12. Reports any issues with the kitchen to Maintenance/Facilities Manager and Minister of Administration.
13. Stay up-to-date in the latest food service ideas/technology to maintain the best results possible in this ministry.
14. Endeavor to cooperate with other members of the Church Staff and project a helpful attitude in dealing with requests or inquires from church members or the community.
15. Coordinate with church staff to help to create a hospitable atmosphere in all church activities as requested.
16. Maintain a sanitary and safe kitchen that is at least equal in Sanitary Grade to North Carolina Health Regulations, Grade A.
17. Annually, in conjunction with the Food Service Committee and Minister for Administration, review and update the Food Service Guidelines and Policies.
18. Perform other duties as needed and/or requested by the supervisor.

COMMITTEE ASSIGNMENTS

- Food Services Committee

EDUCATION AND EXPERIENCE REQUIRED

KNOWLEDGE, SKILLS AND ABILITIES REQUIRED

SPECIAL REQUIREMENTS/PERSONAL QUALIFICATIONS