

## **FOOD SERVICES AND HOSPITALITY COORDINATOR**

### *Mission Statement*

#### Purpose

The purpose of the Food Services and Hospitality Coordinator is to provide coordination and oversight to events involving food and hospitality, utilizing food events in an increasingly significant way as First Church seeks to INVITE people into lives of TRANSFORMATION and increasingly reaches out (to be SENT) into the community.

#### Primary Responsibilities

1. Oversee the production of all Food Events related to First Church, including but not limited to:
  - a. First Night meal (Wednesdays)
  - b. Pajama Factory meal (Mondays)
  - c. Mission week meals (August)
  - d. Summer Events
  - e. Worship Foods/Refreshments (Sundays)
  - f. Celebration/Special Events
  - g. Staff development/appreciation days
  - h. Church Leadership days
  - i. Disciples Journey Events
  - j. Others as determined by ministry needs
  
2. Oversee all food purchasing and quality:
  - a. Maximize efficient purchasing and bulk buying potential
  - b. Offer nutritious, high-quality meals
  - c. Eliminate Duplication
  - d. Foster an excellent stewardship of food purchased, eliminate waste
  - e. Find the best deals
  - f. Form partnerships with local businesses/vendors
  
3. Recruit, train and lead teams of volunteers:
  - a. Work with, train and affirm existing volunteers
  - b. Recruit, train and lead new volunteers
  - c. Offer food safety training
  - d. Send reminders and announcements to volunteers working with food
  - e. Train volunteers on proper clean up and sanitizing

4. Oversee CLC kitchen
  - a. Communicate with Facilities manager regarding cleaning
  - b. Communicate with Facilities manager with needed repairs
  
5. Member of the Community Engagement Team.

### Core Competencies

1. Team Focus  
Strives to bring about the success of the team and its mission. Puts the good of the team ahead of personal gain or recognition. Displays a positive attitude. Shows initiative by being proactive. Sees the big picture not just one's own ministry area.
  
2. Values Others  
Effectively recruits and leads others into service. Inspires and brings out the best in others. Encourages volunteers and shows appreciation for their service.
  
3. Organizing  
Gets things done in a way that does not create stress for others. Values other people's time. Uses resources effectively and efficiently. Communicates effectively with volunteers and other staff.

### Details

1. Position is 25 hours per week.
2. Compensation is reviewed and recommended to the Lead Council by the Staff Parish Relations Committee on a yearly basis.
3. Position benefits, procedures, etc. to be done in accordance with the Church's Employee Handbook.
4. All Safe Sanctuary Clearances including PA State Police, PA Child Abuse, and FBI Fingerprinting must be received on all employees.
5. Supervisor is the Director of Operations.
6. All job descriptions are subject to change.

*Revised 05/21*