

**HOSPITALITY COORDINATOR  
JOB DESCRIPTION  
Reviewed: January, 2018**

**POSITION:** **HOSPITALITY COORDINATOR**  
Part-time, hourly

**BROAD PURPOSE:** Supervise all food service at the church, including events that are catered by outside caterers. Coordinate schedules of kitchen use, purchase food and maintain kitchen to health codes.

**REPORTS TO:** Church Administrator

**POSITIONS SUPERVISED:** None

**QUALIFICATIONS:** The Hospitality Coordinator will be a self-directed person with the physical ability to plan, cook and serve for events of various sizes (up to 200+) and to perform moderate cleaning in the kitchen and meeting areas. S/he will follow event budgets and help recruit volunteers for cooking, serving and cleaning up. S/he will be responsible, reliable and able to work cooperatively with staff and church members.

**AREAS OF RESPONSIBILITY AND TASKS:**

**Special Events**

- Events include funeral luncheons, meals/snacks for New Member classes, Shrove Tuesday Pancake Supper, All Church Picnic, Community Artist Series receptions, Taize Soup Suppers
1. Coordinate with staff and lay people to insure that appropriate food service is provided for church operations, programs and events. Maintain documentation, including event expenses and number of attendees
  2. Develop and prepare creative, nutritious and cost-effective meals
  3. Purchase / order food supplies and kitchen supplies for church sponsored operations, programs and events
  4. Maintain and manage a calendar of events relating to the position's events and church kitchen functions
  5. Launder, fold and store table clothes, dish cloths and kitchen towels
  6. Coordinate the kitchen's use with other ministries, such as Presbyterian Women, Fellowship events, and New Member classes' suppers
  7. Supervise the set-up, table-settings, serving, clearing and cleaning of dining areas
  8. Supervise kitchen workers to insure proper food preparation and storage, sanitation, service and attire, per state codes
  9. Obtain, maintain and adhere to the required health codes and licenses
  10. Coordinate with caterers and other outside services
  11. Monitor inventories of food and kitchen supplies and insure that food and ingredients are within current "Use by" dates
  12. Monitor the functioning of kitchen equipment and report needed repairs to the Church Administrator
  13. This position is prohibited from functioning as a caterer in or from the church facility
  14. Empower lay people to prepare meals

# Application For Employment

Revised 05/2006

First Presbyterian Church  
508 Franklin St.  
Grand Haven, MI 49417

Name \_\_\_\_\_ Social Security \_\_\_\_\_

Present Address \_\_\_\_\_

Phone Number \_\_\_\_\_ Position applied for \_\_\_\_\_

Date \_\_\_\_\_

## **Background and Education**

Name & Location	Major or Type of course	Degree/Diploma
High School _____		
College _____		
Other _____		

## **GENERAL**

Can you perform the duties of this job, or perform them with reasonable means of assistance? ( ) yes ( ) no

If employed, what salary or hourly rate do you expect? \_\_\_\_\_

May we contact your present employer without jeopardizing your position? ( ) yes ( ) no

Have you ever been discharged for cause? ( ) yes ( ) no If yes, please explain.

\_\_\_\_\_

\_\_\_\_\_

Have you ever been convicted of a crime, excluding minor traffic violations? ( ) yes ( ) no

If yes, please explain.

\_\_\_\_\_

\_\_\_\_\_

Are there any pending felony violations against you? ( ) yes ( ) no

If yes, please explain.

\_\_\_\_\_

\_\_\_\_\_

Do you use illegal drugs? ( ) yes ( ) no

**Employment History** (continue on second sheet if necessary)

Please begin with most recent.

**Dates From and To**                      **Company**                      **Position**                      **Reason For Leaving**


**References**

List three non-related personal references

Name    Address    Phone Number


**Certification of Applicant**

I hereby certify that all information provided by me on this application is true and correct to the best of my knowledge. I understand that this employer will investigate the information I have furnished herein so as to verify its accuracy and completeness. I hereby authorize it to do so, and at the same time authorize my former employers, physicians and school officials to give this employer any truthful information concerning me that is within their knowledge or records. I understand that a false statement by me regarding any material facts requested in this application will be just cause for rejection of my application or for discharge from employment in the event that I am hired.

\_\_\_\_\_  
Signature of Applicant    Date

**APPLICANT: DO NOT COMPLETE THIS SECTION. THIS WILL BE COMPLETED ONLY IF HIRED.**

Date of Hire: \_\_\_\_\_ Birth Date: \_\_\_\_\_

Marital Status: ( ) single ( ) married      Name of Spouse: \_\_\_\_\_

In case of emergency, notify (give two):

Name                      Relationship                      Where to reach during your work hours
