



Doylestown Presbyterian Church

Job Description: Hospitality Coordinator

Reports To:

Director of Finances and Operations

Position Summary

This position is non-exempt, part-time, approx. 15 hours per week.

Job Summary

To assist all church or outside groups when needed with the service of food, refreshments and/or beverages. The position also allows for consultation with the group in their planning stages. Events which would require additional hours, need approval of the Director of Finances and Operations.

Responsibilities

- Help prepare and serve food, refreshments and beverages for requested events.
- Assist with clean-up and running of the dishwashers, and with putting away dishes, flatware and kitchen wares.
- Cleaning of the tables and determining disposition of the leftovers
- Laundering the kitchen linens and tablecloths as needed.
- Organize and oversee at Celebrate the Arts receptions (5 per year), and officer training dinners. Recruit necessary volunteers to help, if needed.
- Consult, advise or be present at special church events, committee events or other events as needed. Recruit necessary volunteers to set, serve and clean-up or to provide food for such events.
- Consult, advise and assist persons requesting services for wedding receptions, funerals or memorial services. Recruit necessary volunteers to help, if needed. *(compensation for such services is received from the family/organizations – time is not included in DPC hours worked.)*
- Weekly maintenance of the kitchen areas (main kitchens and kitchenettes in office copy room and in room 213).
- Monthly or quarterly maintenance of the kitchen appliances.
- Annual inventory and cleaning of entire kitchens.
- Keep kitchens fully stocked as needed.
- Order necessary supplies (with approval) and purchase necessary items as needed.
- Organize semi-annual Lost & Found collection. Determine disposition of remaining items.

Requirements

- Flexible work schedule, influenced by the DPC calendar
- Excellent organization and communication skills
- Ability to do light lifting (10 lbs or so)
- Successfully completed or will complete a course for food safety and serving
- Experience with Microsoft Office



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Performance Reviews and Salary Increases:

Annual review meetings will be conducted each year by the Director of Finances and Operations.

*This job description is not intended to cover every single requirement of the job.
The church reserves the right to change job duties at any time.*

We have read and approve this to be the current job description for this position.

Director of Finances and Operations

Hospitality Coordinator