



Doylestown Presbyterian Church

Volunteer Job Title: Hospitality Assistant

Reports To: Hospitality Coordinator

Time Commitment: Hospitality assistants are needed on an occasional basis for memorial services and group luncheons. Volunteers can accept or refuse events based on their schedules and personal preferences. When possible, volunteers are divided into two groups – one responsible for set-up only (up to one hour) and one responsible for service and clean-up (two to four hours).

Purpose: The purpose of this role is to help implement receptions at the church, displaying hospitality and care to those in attendance.

Duties: Duties will vary by the event, but may include the following:

Set-Up Volunteers

- Setting up and arranging tables and chairs, as well as any other needed items, such as a podium or display table

Service and Clean-Up Volunteers

- Setting tables
- Serving food and beverages
- Clearing tables
- Washing dishes and cleaning the kitchen area

Requirements and Training:

- The role of hospitality assistant is open to all.
- Those volunteers who are responsible for set-up must be physically able to lift and move large tables, or up to 25 pounds.
- The Hospitality Coordinator and/or other DPC staff will provide instruction/direction on-site during the event.

To Volunteer: To sign up as a volunteer for this role, [click here](#). If you have questions or wish to learn more about this role, please contact Chris Graham-Rawlings (Member Engagement Coordinator) at chris@dtownpc.org or email dpc@dtownpc.org and put “Hospitality Assistant” in the subject line.

Be a bridge for Christ and a beacon of His love.