

# Part-Time Church Hostess

**Reports To:** Senior Pastor

**Principle Function:**

Oversee the Wednesday Fellowship Suppers, Bereavement Support and LEC Kitchen

**Status:**

Part-time-8 hours weekly for Fellowship Suppers; otherwise, pay per actual hours worked

**Wednesday Fellowship Suppers**

- To compile the reservations and notify caterer weekly;
- To enlist and assign volunteers for Wednesday nights (Including collecting money);
- To make sure that everything is ready for the Wednesday Evening Fellowship Supper;
- To serve the Wednesday Evening Fellowship Supper (assisted by volunteers);
- To prepare take outs for the Homebound and sick (only);
- To prepare coffee for the Wednesday Fellowship Supper;
- To make sure the kitchen is left clean after the Wednesday Fellowship Supper (This includes the dirty dish room and the refrigerator and freezer.);
- To launder dish towels after the Wednesday Fellowship Supper and after use by other groups.

**Other**

- To be in charge of Bereavement Meals, working with the group leaders to prepare and serve meals as well as clean up afterwards;
- To coordinate the VBS snack suppers and other special fellowship events;
- To do extra cleaning in the kitchen as needed to make sure the kitchen is always clean and ready for use (To include but not limited to the list below)
  - Organize and straighten utensil drawers;
  - Wipe down all tables, counters, refrigerator, freezer, etc.;
  - Keep pantry organized (Keep everything off of floor);
  - Clean out and sanitize sinks after each use;
- To check the kitchen before and after use by families, classes and groups within the church as well as those from outside the church that reserve the LEC; orient people as needed;
- To check out and in table cloths and make sure they are laundered appropriately;
- To make sure the kitchen is stocked with First Light supplies and paper products;
- To keep the Custodian aware of maintenance needs