Hospitality Coordinator – Job Description

Position Summary
This position requires a person who is congenial, mature, detail-oriented, and possesses proven people and communication skills. This person, who is discerning and perceptive, relies on experience and judgment to plan and accomplish goals, as well as, anticipate the needs of customers, volunteers and the ministry. They will need to be able to multi-task while maintaining a pleasant and “customer friendly” orientation. This position is under the direction of the Site Services Manager.

Required and Essential
The ideal candidate will understand and support the direction of Rocky Mountain Christian Church and will be cooperative, consistent and flexible (balance of people and task oriented). This person will also feel called to Rocky Mountain and will possess exceptional character and work well with a variety of people (chemistry). This person must also possess the following required competencies:

- Basic understanding of commercial-type kitchen and food preparation, service and clean up for small and large group functions
- Loving, nurturing people with love for one another and a desire to share their ministry through our hospitality services
- Flexible, honest, resilient, tenacious and able to multi-task
- Hardwired with “do whatever it takes” and leadership by example mindset
- Conscientious in work, communications and relationships
- Dependable, mature, responsible and can work alone and oversee a team
- Definite sense of service and giving; Comfortable working “behind the scenes”

Preferred Competencies/Experience
- Fluent in English and possess excellent communication skills
- Volunteer recruitment, training and retention
- Cash handling and basic accounting skills
- Experience with banquet-size food planning, preparation and service

Spiritual Gift Preferences
- Hospitality and Service/Helps

Key Relationships
Sites Services Manager; Volunteers; Church Staff, Members, Attendees and Visitors; School Staff and Students
Essential Functions
Speaking, seeing, hearing, memory, ability to understand and follow directions, sitting, walking, bending, stooping, reaching, climbing, crawling, pushing, pulling, lifting up to 50 pounds

Hospitality Coordinator Availability:
• Up to 20 hours per week
• Day, weekend and special event availability including evenings as needed

PRIMARY DUTIES REQUIRED FOR THIS POSITION
• Support the vision and mission of Rocky Mountain Christian Church
• Create an atmosphere in which a ministry run by volunteers can flourish and grow
• Seek out, train, maintain, schedule and grow a team of volunteers who will minister to others through their God-given hospitality gifts while providing a high level of service and product
• Operate a variety of specialized food service equipment and coordinate and direct use of the kitchen
• Plan, supervise and coordinate internal and external uses of the kitchens of RMCC, including pre-event planning meetings when necessary
• Menu planning, purchasing and preparation and/or supervision thereof
• Knowledge and experience in food handling policies and procedures and set forth by the church and the health department
• Effectively multitask and manage multiple events at once
• Cleaning and general maintenance of the facility and equipment
• Recruit volunteers to assist in laundering of towels, linens and tablecloths
• Manage budgets and menu plan and purchase accordingly
• Maintain record of events needs, requirements, menus, etc.