

Part-time Church Hostess

Reports To: Senior Pastor

Principle Function: to 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 and tea 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)
 1. Organize and straighten utensil drawers;
 2. Wipe down all tables, counters, refrigerator, freezer, etc.;
 3. Keep pantry organized (Keep everything off of floor);
 4. Clean out and sanitize sinks after each use;
 5. Make sure all food in the refrigerator and freezer is labeled and dated.
- 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 reminding them to take all dishes and leftover food with them when their event ends; orient people as needed;
- To check out and in tablecloths 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.