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The Mission of Trinity-by-the-Cove Episcopal Church is to spread the Good News of the Gospel and provide a loving and compassionate environment for the continuing transformation of a life in Christ Jesus. We believe this journey is shaped by God through worship, learning, friendship and service to others.

Position Description Hospitality Coordinator

Purpose:

The purpose of the Hospitality Coordinator is to support the mission of Trinity-by-the-Cove Episcopal Church by facilitating Sunday morning coffee hours and supporting special fellowship events.

Accountability:

The Hospitality Coordinator is accountable to the Facilities Manager and the Parish Administrator.

Level of Independence/Supervision:

The Hospitality Coordinator works largely independently with assistance from the Facilities Manager when needed.

Collaboration:

Works in close association with the Facilities Manager.

Principal Functions:

For Sunday morning coffee hours, set serving tables with appropriate napkins, trays, and beverage dispensers. Prepare and/or plate food items in an attractive manner using provided supplies. Make coffee and prepare tea and lemonade. Replenish food items and beverages as needed.

Refresh food and beverages after each coffee hour, cleaning the fellowship area as needed. Following the final coffee hour, store leftover food appropriately, wipe down tables, wash beverage dispensers and serving trays, and store accordingly.

For special fellowship events, assist volunteers and/or caterers with set up of beverage area, and refilling of food items or beverages. Assist with clean up, leftover food and beverages accordingly.

Hours and Wage

This position is part-time with an hourly wage compensation of \$21 per hour. Hours vary due to seasonal Sunday service time changes, and programming needs. Hours are scheduled 30 minutes before the start of the first event, (service or fellowship event) until the kitchen is cleaned following the last event.

Sunday hours

7:30 a.m. - 12:30 p.m. May through September

7:00 a.m. - 1 p.m. September through April (Includes Easter Sunday)

Fellowship Event Hours - October - May

Fellowship events on Thursday evenings 5 - 8 p.m.

Concerts on Sundays once a month, from October - May 4 - 7 p.m.

Three additional events October - May - 5 - 8 p.m.

Time sheets must be filled out and given to the Facilities Manager for review.

Qualifications:

- Must be able to lift 20 pounds
- Able to work standing or walking for 6 hours
- Able to work quickly
- Dependable with dependable transportation
- Must speak English
- Hospitality experience
- Self-motivated
- Sense of service to others
- Reliability and honesty
- Able to take direction
- Excellent interpersonal skills