



June 2026

Hospitality Coordinator/Assistant

TITLE: Hospitality Coordinator/Assistant

PURPOSE: Assist the Director of Hospitality Ministry with the oversight of the Kitchen and appropriate food service for Bidwell Presbyterian Church programs and special events.

SUPERVISION: Hospitality Coordinator is under the direct supervision of the Director of Hospitality Ministry. She/he is responsible to the Session through the Administration Ministry.

STATUS: This is 5-20 hours per week with no benefits. Exception accumulative sick leave.

EVALUATION: An annual performance evaluation will be performed by the Director of Hospitality Ministry.

REQUIRED QUALIFICATIONS:

1. Ability to cook for groups of up to 250, plan, budget, shop, serve, and/or order food for all kitchen and food service needs.
2. Excellent culinary skills.
3. Ability to prepare and display food for informal or formal events — such as weddings, memorials and outside events.
4. Excellent Time Management and organization skills.
5. Administrative experience with billing/receipt reconciliation.
6. Excellent communication and phone skills. Ability to handle sensitive situations and information in a professional manner.
7. Ability to recruit volunteers and train them in the ministry of hospitality..
8. Must have a valid California Driver's License and have current ServSafe Certification (or the ability to obtain within 6 months of hire).

REQUIRED ABILITIES:

Kitchen Management:

1. Ability to work with and assist the Director of Hospitality Ministry and the Hospitality Team in the use of church kitchen and dining facilities
2. Ability to assist in maintaining the food and supplies inventory.

- 3 Ability to work with the Director of Hospitality Ministry, Hospitality team, and Business Administrator in the scheduling and maintenance of all kitchen and food service equipment, fixtures, and supplies.
- 4 Maintain cleanliness and health standards for the kitchen and all equipment according to state policy.

RELATIONSHIPS WITH STAFF AND SESSION MEMBERS:

Food Services Coordinator is expected to:

- a) Maintain confidentiality at all times.
- b) Be supportive of the church and the church staff in all contacts with the church membership and the general public.
- c) Perform other tasks as requested.

PHYSICAL DEMANDS:

The physical demands are representative of those that must be met by an employee to successfully perform the essential functions of this job. While performing the duties of this job, the employee is regularly required to:

- Standing for extended periods of time
- Use repetitive motion with hands, use of computer keyboard, telephone, food preparation activities
- Continuous moving and walking in kitchen areas, possibly up and down stairs.
- Regular bending and lifting of bulk foods, food bins and hot food dishes. Items are lifted from vehicles, floors, shelving, and work tables. Items can weigh up to 70 lbs.
- Regular crouching to retrieve items from lower shelves.
- e Maintain noise level is low to moderate.

BIDWELL PRESBYTERIAN CHURCH
HOSPITALITY MINISTRY DIRECTOR

Position Description

April 2017

TITLE: Hospitality Ministry Director

PURPOSE: Provide overall leadership and direction for hospitality ministry including regular church programs, special events and use by outside organizations.

SUPERVISION: The Hospitality Ministry Director is under the direct supervision of the Business Administrator. She/he is responsible to the Session through its Physical Facilities Ministry.

STATUS: Up to 15 hours per week position, with no benefits. (10 hrs budgeted time, 5 hrs outside event time — paid by events)

EVALUATION. An annual performance evaluation will be conducted by the Business Administrator.

REQUIRED QUALIFICATIONS:

1. Minimum of High School Diploma
2. Administrative experience with emphasis on budget development and management, billing/receipt reconciliation, and analyzing monthly kitchen/meal information for "break even / cost recovery".
3. Computer skills with working knowledge of Microsoft Word, Excel, and Outlook
4. Must be flexible, friendly, resourceful, and responsible.
5. Must have valid California Driver's License and have current ServSafe Certification (or the ability to obtain within 6 months of hire).
6. Culinary skills.
7. Excellent organizational skills and time management.
8. Excellent communication and phone skills. Ability to handle sensitive situations and information in a professional manner.
9. Ability to recruit and train volunteers with gifts for serving.
10. Principles and practices of supervision including work planning and direction, recruiting and selection, training and development, and performance appraisal.
11. Excellent interpersonal abilities; ability to get along with diverse personalities with tact and professionalism
12. Desire to be part of an organization that promotes continuing education and career development
13. Desire to be part of a cohesive Christian staff team
14. Understand and support purpose, vision, and core values of organization; have passion for ministry