

Church Hostess

Principle Function:

Administrates and supervises the food service operation of the church kitchen and dining areas for all food services especially during weddings, receptions, and fellowships.

Regular Duties:

1. Plan, organize, conduct and evaluate the food service operation of the church; direct the preparation of fellowship meals, special event meals, and banquets.
2. Authorizes the purchase of equipment, food items, and consumable supplies in support of the food service ministry.
3. Provide consultative services for weddings, receptions, and fellowships in accordance with established church policy.
4. Supervise arrangements for flowers at services when desired.
5. Be present or represented at all weddings, funerals, receptions, banquets, and other special events, or whenever the food service area or equipment is in use as directed by church policy.
6. Recommends budget items related to the position; account for all receipts and expenditures by maintaining accurate records in support of the food service operation and church hostess.
7. Maintain an up-to-date inventory of food supplies.
8. Arrange for the servicing, repairing, and replacement of equipment in the kitchen as needed.
9. Work with the custodian on table and room arrangements for all meals and social functions.
10. Recruit, train, and supervise volunteer food service personnel.
11. Maintain high standards of sanitation in cleanliness of cooking utensils, dishes, glasses, silverware, and in food handling, preparation, service, storage, and so forth, to assure compliance with local health and sanitation laws; maintain clean work areas, storage bins, and so forth.
12. Perform other duties as assigned by supervisor.