

Job Title:	Hospitality Assistant
Reports to:	Guest Experience Coordinator
Classification:	Non-Exempt
Status:	Part-Time Employee

SUMMARY

The Hospitality Assistant position provides hospitality for church-wide events, including weekly Coffee Bar and Executive Leadership events.

RESPONSIBILITIES

- Collaborates with others to plan church-wide events and staff events
- Coordinates church-wide event planning; handles administrative details and ordering for events
- Assists with managing event budget and planning process
- Conducts research on options for caterers, florists, vendors, etc. for church-wide events
- Coordinates booking of rentals for events, including agreement and contract review
- Liaise with vendors for church-wide events, including confirming details regarding menu & costs
- Creates a hospitable environment with décor and food for church-wide events
- Works with Facilities Department for event setup and to cleanup
- Provides hospitality consultations to ministries for ministry events (e.g., package events)
- Assists in recruiting, scheduling, overseeing, and developing volunteers
- Tracks payments and invoices
- Prepares check requests, credit card submissions, and credit card reconciliations
- Oversees and manages Coffee Bar, including volunteers and inventory for supplies
- Schedules Coffee Bar volunteers
- Maintains inventory for kitchens throughout the church, including restocking supplies
- Provides coverage for Front Office as needed
- Performs other tasks as assigned

REQUIREMENTS, SKILLS, AND EXPERIENCE

Spiritual

- Mature and growing relationship with Jesus Christ
- Lives an exemplary life based on clear Biblical principles
- Supports Faith Church Core Beliefs, Core Values, and Purpose Statement

Personal

- Values team unity
- Approachable, teachable, personable, flexible, and resourceful
- Self-motivated and well-ordered in personal life
- Empathetic and exhibits the fruit of the Holy Spirit
- Represents Jesus Christ and Faith Church in a positive, friendly, and winsome way

Professional

- High school diploma and/or equivalent
- Event planning experience specifically with over one hundred attendees
- Detail oriented and an efficient organizer
- Resourceful and creative
- Self-starter
- Proficient in the use of Microsoft Word, Excel, Outlook, Power Point, social media platforms, and aptitude to learn other software applications

TIME COMMITMENT

20 hours per week, including evening and Sunday responsibilities

SUPERVISORY RESPONSIBILITY

No direct reports

PHYSICAL DEMANDS

This role requires the ability to sit, bend, stand, and lift boxes with supplies. Must be able to frequently lift 20 pounds.

WORK ENVIRONMENT

This job operates in a multi-purpose room, kitchen, and, at times, outdoors. Also, this job operates in an office environment. This role routinely uses standard office equipment such as computers, phones, and photocopiers.

OTHER DUTIES

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties, or responsibilities that are required of the employee for this job. Duties, responsibilities, and activities may change at any time with or without notice.

SIGNATURE

Employee signature below constitutes employee's understanding of the essential functions, requirements, and duties of the position.

Employee_____ Date_____

faith church