

TRINITY ON THE HILL  
POSITION DESCRIPTION & RESPONSIBILITIES

**DATE:** November 2023

**POSITION:** Church Host

**POSITION CLASSIFICATION:** Part-time

**REPORTS TO:** Business Administrator

**POSITION SUMMARY:** The Church Host will oversee the management and operation of the main church kitchen. This position will work closely with church staff and volunteers to support ministry events and activities involving food service and hospitality. Work schedule and hours vary depending on calendar of church events and activities.

**RESPONSIBILITIES:** (general framework, not intended to be a comprehensive list of duties)

- Work with church staff and volunteers to provide food service within budgetary guidelines as needed for church events and activities. Food service may involve preparing the food in-house or securing a caterer.
- Plan and manage the logistics related to food service such as placement of tables and serving lines, use of volunteer food servers, timing of preparation and service, etc.
- In conjunction with the facilities staff, ensure that all equipment in the main kitchen is functioning properly and the kitchen is clean, organized and in proper condition.
- Ensure that an adequate inventory of basic kitchen supplies is available. Purchase supplies as needed in accordance with established purchasing policies and procedures.
- In conjunction with the Business Administrator, develop and monitor the budget for the main kitchen supplies and equipment.

**QUALIFICATIONS AND EXPERIENCE:**

- Demonstrated experience in the food service industry.
- Knowledge of kitchen hygiene and food safety requirements.
- Excellent planning or organizational skills with the ability to multitask, work under pressure, and remain flexible.
- Strong interpersonal and communication skills; the ability to work well with other staff, volunteers, church members, and outside vendors.
- Understanding of and alignment with the core values, mission, and vision of the church.
- Must submit to and pass a nationwide criminal background check.
- As a member of the Trinity on the Hill Church Staff, the highest ethical and moral standards of Christian conduct are required and expected.

**COMPENSATION AND BENEFITS:** Compensation based on qualifications and experience. Benefits include Simple IRA Plan with employer matching contributions.