



CHRIST COVENANT
CHURCH

CCC Hospitality & Kitchen Coordinator

POSITION PURPOSE:

This person will be responsible to coordinate and plan events that take place on campus. An “event” is defined as a planned occasion that involves food and beverages with a focus on creating a particular ambiance. This person will also be responsible for the oversight of the CLC kitchen and its inventory.

PROFICIENCIES:

- Experience in event planning
- Understanding of menu planning
- Excellent people skills
- Highly organized and detail oriented
- Ability to work independently and be a supportive team player
- Love for the church

PERSONAL COMMITMENTS:

- Committed to Jesus Christ as personal Savior and Lord

REPORTING RELATIONSHIPS:

- This position will report to the Director of Women’s Ministries/Director of Operations.

REQUIRED SKILLS:

- Self-controlled
- Respectable
- Hospitable
- Not quarrelsome
- Competent Communicator

SUPPORTING EXPERIENCE:

- Previous experience planning functions and event
- Some working knowledge of the CLC kitchen

BASIC ROLES/EXPECTATIONS:

- Work with church staff and members to assist in planning events on campus
- Coordinate with Operations staff on maintaining schedule of kitchen use
- Ability to offer a variety of menu options depending on the purpose of the event and the budget
- Build relationships with outside caterers who service the Matthews area
- Recruit and facilitate a team of key volunteers who are gifted in various areas of hospitality
- Recruit and train volunteers for the Bereavement team to ensure needs are met around a reception for on-campus funerals
- Recruit and train members to serve as Wedding Reception Coordinators (paid temporary staff who are present at on-campus wedding receptions)
- Plan and facilitate significant events whose impact is broadly felt by the entire church body
- Knowledge of CCC facilities

- Working knowledge of all kitchen equipment and policies
- Maintain regular office hours on campus
- Train all staff, volunteers and paid workers who act as kitchen hosts, servers, and dishwashers
- Oversee personnel policies for paid staff
- Organize hospitality equipment; manage inventory; order supplies
- Coordinate with Operations staff to ensure all kitchen equipment is in working order
- Maintain cleanliness of main kitchen, pantries, and beverage station
- Manage linens, including rental, billing, and laundry service
- Assist in food preparation for Seek the City
- Manage and maintain organization of hospitality equipment

PHYSICAL ABILITIES

- Position involves light to medium walking, standing, stooping, carrying, and lifting of lightweight materials (under 25 pounds).
- Requires visual acuity to read numbers, letters, and images; depth perception; hand and finger dexterity to use a keyboard, and hand-eye coordination.
- Requires speaking and hearing abilities which are sufficient to hear over phone, speak publicly, and carry on routine conversations.

OTHER

- This is a 20-hour per week position.