



POSITION DESCRIPTION

HOSPITALITY DIRECTOR

POSITION

Jesus' last act with his disciples before his death is a supper. His first act after his resurrection is a breakfast. People were angry with Jesus because he ate with 'sinners.' Jesus tells the Church to remember his death through a meal of bread and wine. In his good design, God tends to be at work in his people in the context of meals.

Sure that this is still the case, the Hospitality Director will, as a full-time member of a collegial staff team, use hospitality in general and food service in particular to foster an environment in which God's people are being equipped to live ordinary life as the faithful presence of Jesus' love.

RESPONSIBILITIES

Lead a team of volunteers and kitchen staff to:

- Plan and execute meal service for the mid-week gathering (20/year) & other church wide meals (2-3/year);
- Coordinate food & all aspects of hospitality for in-house special events (funerals, weddings, special meetings, etc.); and
- Oversee use of kitchen for events hosted by outside groups according to Session approved policies.

Work with Program Staff to:

- Review and adapt all details of church-wide gatherings to ensure that they are welcoming and accessible to all while fostering community among our people;
- Ensure that all the facilities and practices of SMPC hold forth an air of warmth and openness to our community, consistent with our desire to be the faithful presence of Jesus' love;
- Envision and provide leadership of new ways by which SMPC might utilize food and hospitality to be the faithful presence of Jesus' love in our community; and
- Develop and oversee the budget of the Hospitality Department.

Work independently to:

- Receive and process all requests for church kitchen;
- Maintain stock of kitchen supplies and review condition of equipment, referring needs to the Property Committee;
- Recruit and schedule kitchen volunteer teams;
- Hire, supervise and dismiss kitchen staff in accordance with the church's personnel policies and in relationship to the Personnel Committee; and
- Attend weekly staff meetings.

REQUIREMENTS

- 2-5 years of hospitality experience (preferred);
- Administrative and organizational skills (including computer and budgeting) necessary to steward a significant food service operation; and
- Relational, personal and leadership skills necessary to foster welcoming and engaging environments and lead a volunteer/staff team.

ACCOUNTABILITY

The Hospitality Director will report to the Senior Pastor under the oversight of the Personnel Committee of the Session.