

VOLUNTEER MINISTRY JOB DESCRIPTION
Ministry of Hospitality Team
COFFEE HOST (ESS)

Nature of the Position

As a host or hostess for coffee hour, you are the primary person responsible for making sure that coffee, tea and juice is ready for the parish at the end of the 10 am service, and that the room and kitchen are left tidy after coffee is completed.

Outline of Responsibilities

if you cannot be on duty on YOUR Sunday, please arrange to switch with someone else on the list and notify the church office by Thursday noon so the parish Administrator can make changes to the Sunday bulletin

instructions for making the coffee, tea and juice are posted in kitchen

clean up after coffee hour using the dishwasher

ensure that "coffee money" is given to a warden or left on the desk in the Church office

all supplies for doing your job should be in the kitchen. The Parish Administrator keeps the supplies on hand and checks the kitchen regularly

Skills, Knowledge and Experience

enjoys meeting and greeting people

ability to work independently under time pressure

attention to detail and cleanliness

Boundaries and limitations

must uphold the Risk Management Policy

Participation group

potential interaction with most of the congregation

Screening Category

Low

Length of term

indeterminate - at the will of the host(ess) with agreement of Coordinator

Benefits to Volunteer

a sense of service to the parish community