

First Presbyterian Church  
Mooreville, NC  
**POSITION DESCRIPTION**  
Approved by Session August 2024

**JOB TITLE:** Church Hostess/Host

**POSITION SUMMARY:** The Church Hostess/Host prepares meals for various activities at the church, organizes the kitchens in the Educational Building and 143 Broad, handles procurement of food and supplies, oversees volunteers, and manages the food budget.

**ACCOUNTABLE TO:** Senior Pastor/Head of Staff

**PRIMARY RESPONSIBILITIES:**

1. Maintain adequate supplies of regularly used items such as paper plates, paper towels, coffee supplies, janitorial supplies, kitchen linens, silver ware, detergents, glassware, and small equipment.
2. Work with the Property Committee to be responsible for cleanliness and appearance of the kitchen.
3. Keep refrigerators, freezers, and pantries cleaned on a monthly basis.
4. Work with the responsible Sessional committee (Property) to maintain kitchen equipment or consult with the same committee in the purchasing of any needed equipment. Purchase food to be used in preparation of church sponsored meals.
5. Effectively communicate with the volunteers to plan and organize events.
6. Participate in staff meetings as requested.

A. Church-wide Events (combination of suppers, luncheons, picnics, Wednesday Night Together, Confirmation Reception, and Fellowship Gathering on Sunday mornings.

1. Plan menus and purchase food.
2. Work with the volunteers on set up for the Fellowship Hall according to the program content and meal serving requirements and clean up.

B. Covered Dish Meals (Supper or luncheon)

1. Arrange for meal set-up.
2. Provide a beverage and occasionally prepare the meat as scheduled or as requested.
3. Supervise clean up working with volunteers,

C. Wednesday Night Together Program Meals (26 meals/ Wednesday nights)

1. Work with the Associate Pastor of Intergenerational Ministry & CE to plan menus.
2. Purchase food, supervise preparations and serving of meals and clean up

D. Saints Alive Luncheons (9 meals)

1. Plan menus and purchase food.
2. With volunteers supervise preparation and serving of meals and clean up.

E. Vacation Bible School (5 morning snacks)

Presently, Bible School is planned for five days.

1. Purchase food to fulfill requested menu items. With volunteers, supervise preparation and serving of snack and clean up.

F. Presbyterian Women (2 meals, usually Sept. and April)

1. Plan menus and purchase food.
2. With volunteers supervise preparation and serving of the meal and clean-up

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G. Consult with the Senior Pastor/Head of Staff beforehand if there are proposed changes to any of these responsibilities or if there are any circumstances that would prevent these responsibilities from being achieved.

H. Other duties as required by Senior Pastor/Head of Staff.

**Working Hours/days:** Will vary according to the number of hours necessary to fulfill the duties and responsibilities, which may include weekends

**REIMBURSEMENT POLICY:** Follow Reimbursement Policy procedures established by the Finance Committee, including reconciliation of receipts and invoices and completion of necessary forms. Receipts and invoices must be turned into the *Business Administrator* by the fifteenth (15<sup>th</sup>) of each month.

**KNOWLEDGE, SKILLS, & ABILITIES:** Ability to work with Church Staff, Officers, Committee Chairs, volunteers, and others in the preparation and clean-up for meals served at the church. Must have good organizational skills, the ability to work within a budget, and able to meet strict deadlines. Ability to prepare meals for any size crowd, manage the procurement of kitchen supplies and food, manage volunteers, and be sure that the kitchen is clean and organized.

**EDUCATION & EXPERIENCE:** High School Diploma; some college a plus. Experience in food preparation, service, and procurement for a church or comparable sized establishment.