



Job Title:	Hospitality Manager
Reports to:	Office Supervisor
Position Type :	Part-time; Non-exempt
Job Description	
<p>Job Purpose: Oversee all aspects of hospitality for church functions including Café Soul. Must work well under pressure, meeting multiple and sometimes competing deadlines. Shall at all times demonstrate cooperative behavior with pastors, staff, and members of the congregation and community.</p> <p>Duties:</p> <ul style="list-style-type: none"> • Represent the church to outside caterers brought onsite to build partnerships with the community. • Establish hours, policies, protocols, and inventories for Café Soul in conjunction with church leadership. • Make certain that Café Soul and the kitchen equipment are used appropriately, and conduct trainings and/or supervise the use of equipment as required. • Maintain compliance requirements of Maricopa County Environmental Health Services for a permitted kitchen. • Maintain an inventory of equipment and oversee maintenance of equipment, as necessary. • Purchase food and disposable items for events from a variety of sources; assure that food is used efficiently for the various functions and disposed of as necessary. • Arrange for set-up, cleanup, opening and closing of the Café or kitchen as needed. • Interface with staff and various ministries to help facilitate functions (i.e., menu plan for Wednesday night dinner, soup suppers, funeral receptions, potlucks, special events, etc.). • Coordinate, recruit, train and schedule hospitality volunteers. • Oversee ordering of books, gifts, supplies, consignment items for Café Soul. • Maintain financial records of all transactions in conjunction with church financial policies and leadership. • Manage and maintain kitchen/hospitality budget. <p>Requirements:</p> <ul style="list-style-type: none"> • Obtain a kitchen manager’s license through Maricopa County (license fee paid by the church). • A valid driver’s license and a reliable vehicle. • Have a strong background in hospitality. • Background in nutrition and kitchen management, preferred. • Strong written and verbal communication. • Retail sales management and inventory maintenance experience , preferred. • Able to work on weekends, Wednesday nights, and when needed, vary work schedule. • A Christian background and faith life, and a willingness to engage in the life of the church. • All Church business must always be kept confidential from all but authorized individuals. <p>Machines and Equipment Used: Miscellaneous kitchen tools and commercial kitchen equipment.</p> <p>Typical Physical Demands: Must be able to stand for long periods of time and lift up to 25 pounds.</p>	
<p>This job description in no way states or implies that these are the only duties to be performed by the employee. The employee will be required to follow any other job-related instructions and to perform any other job-related duties requested by any person authorized to give instructions or assignments.</p>	