

Our Lady of Lourdes

Position Description

TITLE: FORMATION HOSPITALITY COORDINATOR
REPORTS TO: Director of Child Ministries
STATUS: LIMITED TERM / STIPEND / NON-EXEMPT
DATE: JULY 1, 2017

Primary Function

The Formation Hospitality Coordinator assists the formation staff with the organizational support needed for the hospitality of the various formation programs. It requires knowledge of food service operations, parish kitchen operations, management skills, and an ability to establish a welcoming atmosphere. Frequent evening and weekend work is required.

Major Position Responsibilities and Regular Activities

□ Office Management

- Complete general administration duties in accordance with established procedures
- Order and maintain an inventory of supplies, as needed, for the Christian Formation programs
- Recruit, train and schedule hospitality volunteers as appropriate to maintain coverage.

□ Christian Formation Programs

- Provide support for GIFT
 - Act as meal coordinator for each GIFT session
 - Schedule a cook for each session, and work with them to develop a menu
 - Provide them with a budget, purchase/order food as able, or provide the parish tax-exempt number for the cook to shop on their own
 - Oversee food handling and preparation to ensure food safety requirements are met
 - Assist cook and kitchen coordinator in serving food at each session
 - Work with cook on proper handling of unused food, determining what can be used for upcoming events or what should be packaged and distributed
 - Schedule a kitchen coordinator for each session, who will assist with setting food out and cleaning dishes and the kitchen space

- Recruit and schedule hospitality volunteers as appropriate for appropriate coverage
 - Arrange for stipend payment of both cook and kitchen coordinator after each session
- Provide support for Sacramental preparation
 - First Reconciliation and First Eucharist
 - Establish menu for each session with Director of Child Ministries
 - Purchase, prepare, serve and clean up food for each session
 - Baptism Preparation
 - Establish menu for each session with Director of Child Ministries
 - Purchase, prepare, serve and clean up food for each session
- Provide support for retreat ministry
 - Establish snack menu for each retreat with Director of Youth Ministries
 - Purchase food to be sent with group on retreat
- Provide support for special events, parent programs, initial orientation sessions, and selected fellowships
 - Establish menu for each event with formation team member
 - Purchase, prepare, serve and clean up food for each session
 - Recruit and schedule hospitality volunteers as appropriate for appropriate coverage

□ Other Duties

- Guided by the rules and regulations as contained in the local policies or as prescribed in other official ways, as well as the policies and regulations of the Archdiocese of Milwaukee offices.
- Attend appropriate staff, committee and Archdiocesan meetings as warranted.
- Work compatibly with other staff by information sharing

Qualifications

□ Religious Requirements

- N/A

□ Education

- Possesses a High School diploma or equivalent
- ServeSafe Certification required (Willing to have trained)

□ Experience

- Has a basic understanding of the mission of the Parish
- Has a basic understanding of the parish ministries
- Demonstrates competencies in operating a variety of kitchen equipment
- Demonstrates competencies in performing a variety of clerical functions

□ Skills, Knowledge, and/or Abilities

- Exhibits good written and oral communication; has good organizational skills and works independently
- Works cooperatively with Staff and volunteers
- Utilizes a Pastoral approach when dealing with people
- Recognizes that time management is a crucial factor in completing the various tasks required of this ministry

Working Environment

- Must understand the sensitive and public profile nature of the work of the church. Should adhere to the highest standards of good practices and confidentiality. Must be proactive in support of the church's mission statement, goals, policies and programs. Flexibility in work schedule and work styles is expected given the nature of a family centric parish.

This description has been prepared to assist in evaluating various classes of responsibilities, skills and working conditions. It indicates the kinds of tasks and levels of work difficulty required of positions given this classification. It is not intended as a complete list of specific duties and responsibilities. Nor is it intended to limit or modify the right of any supervisor to assign, direct and control the work of employees under supervision. Nothing contained herein is intended or shall be construed to create or constitute a contract of employment between any employee and the Employer. The Employer retains and reserves any and all rights to change, modify, amend, add to or delete from any section of this document as it deems, in its judgment, to be proper.

Name (Print)

Signature

Date