

[Church Name]
Church Hostess Job Description

Job Title: Church Hostess
Reports To: Business Church Administrator
Position Status: Full-Time/Part Time

Purpose:

The Church Hostess works with the Business Church Administrator in overseeing the scheduling, menu selection, purchasing, preparation, serving and clean up involved in food services.

Responsibilities:

- Train and supervise kitchen staff members and volunteer servers.
- Plan menus for weekday ministries, Wednesday night supper and special occasions as requested.
- Purchase all necessary food items.
- Maintain high standards of sanitation in the kitchen area to comply with local health and sanitation laws.
- Maintain an up-to-date inventory of food supplies.
- Arrange for serving, repairing and replacing equipment in the kitchen as needed.
- Work with the maintenance staff on table and room arrangements for all meals and social functions.
- Maintain accurate records of supplies, costs and operation.

I have read and received a copy of my job description. I understand this overrides anything I have been given or told in the past. I further understand that I am expected to follow my job as outlined above, and that if I have any questions concerning what is expected of me, I will speak with my immediate supervisor identified above.

Signature [Church Hostess]

Date

Revised: _____