

**[Church Name]**  
**Church Hostess Job Description**

**Job Title:** Church Hostess  
**Reports To:** Church Hostess Supervisor  
**Position Status:** Full-Time/Part Time

**Purpose:**

The Church Hostess administrates and supervises the food service operation of the church kitchen and dining areas for all food services especially during weddings, receptions and fellowships.

**Responsibilities:**

- Planning, organizing, conducting and evaluating the food service operation of the church; directing the preparation of fellowship meals, special event meals and banquets.
- Authorizing the purchase of equipment, food items and consumable supplies in support of the food service ministry.
- Providing consultative services for weddings, receptions and fellowships in accordance with established church policy.
- Supervising arrangements for flowers at services when desired.
- Being present or represented at all weddings, funerals, receptions, banquets and other special events or whenever the food service area or equipment is in use as directed by church policy.
- Recommending budget items related to the position; account for all receipts and expenditures by maintaining accurate records in support of the food service operation and church hostess.
- Maintaining an up-to-date inventory of food supplies.
- Arranging for the servicing, repairing and replacement of equipment in the kitchen as needed.
- Working with the custodian on table and room arrangements for all meals and social functions.
- Recruiting, training and supervising volunteer food service personnel.
- Maintaining high standards of sanitation in cleanliness of cooking utensils, dishes, glasses, silverware and in food handling, preparation, service, storage and so forth, to assure compliance with local health and sanitation laws; maintain clean work areas, storage bins and so forth.
- Performing other duties as assigned by supervisor.

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.

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Signature [Church Hostess]

Date

Revised: \_\_\_\_\_