

JOB DESCRIPTION

Hospitality Coordinator

Purpose
To oversee all hospitality provision for Heart Church at all sites/venues and deliver it to an excellent standard reflecting the organisation's vision.
Key Tasks and Responsibilities
<ol style="list-style-type: none">1. Work with the Hosting & Hospitality Manager across the week and weekend to plan, stage, prepare and oversee food, beverage and hosting aspects of Heart Church events across all sites and venues, to include:<ul style="list-style-type: none">● menu preparation● supplier relationships● equipment checking, maintenance and replacement● ordering and budget management● goods receipt and storage● food hygiene critical control point assessment, management and oversight● food and beverage service2. Oversight of general housekeeping/stock control.3. Liaison with facilities and operations teams in provision of activities and events.4. Provide induction and oversight to congregants and members of the public wanting to use our facilities.5. Oversee the activities of volunteers and work to build and upskill teams.6. Lead Hospitality Team briefings with devotionals and prayer.7. Engage with congregants and members of the public in matters relating to hospitality events/activities.8. Provide pastoral support to team members as required.9. Support members of the pastoral team in, and through, the use of IT systems in facilitating events, courses, activities and user engagement.10. Work as part of the Heart Church staff team and assist with other activities as required.
Financial or Other Authorities
None
Reporting Line
Hosting & Hospitality Manager

April 2022