

STONECROFT MINISTRIES

Job Description

Job Title: Retreat Center Hostess

Department: Events

Brief Description of Position: The Hostess position is a part-time, on-call position responsible for the logistical coordination of food service for Stonecroft Ministries Retreat Center events. This position is responsible for the preparation and clean-up of the facility food area for breaks and meals on the day of the event, as well as coordination with the caterer. Time is scheduled as needed in approximately 4.5 hour blocks.

Reports To: Event Manager

Responsibilities:

1. Follow the policies and procedures stated in the Stonecroft Ministries Staff Handbook.
2. Offer basic assistance to the client while the client is on-site.
3. Be the contact person for the catering company (open and close facility for them, assist them in finding location of basic items, prevent use of unauthorized items).
4. Oversee beverage service for meals and breaks (coffee, tea, water).
5. Execute post meal clean-up including clean tables, clean food and beverage stations, take out trash.
6. When needed contact event planner on-call for event.

Qualifications:

1. A personal and growing relationship with the Lord Jesus Christ which is naturally communicated through word and actions.
2. Organizational and problem-solving skills.
3. Commitment to serve guests.
4. Friendly, pleasant personality.
5. Have, or be able to obtain, active Food Handler's permit.
6. Self-motivated, able to work independently with minimal supervision.
7. Experience in food service is preferred.

Essential Functions:

1. Ability to see, hear, and speak English clearly
2. Have reliable transportation

This job description is a general guide for work behavior and is not intended to be a comprehensive listing of all job duties. Therefore, it is also not, nor can it be implied to be, a contract of employment. The contents of this job description may be changed without notice, and employment may be terminated by either party at will.