

Hospitality Coordinators and Workers Ministry Roles Descriptor

St. Philip Church & St. Clare Mission
Richmond and Dwyer Hill, Ontario

Name of ministry and role(s)	Hospitality coordinators and workers
Groups served by this ministry	Parish at large and visitors
Length of term	3 year (renewable)
Purpose of the role(s)	<ul style="list-style-type: none"> To organize, prepare and serve food at different parish functions
Activities and responsibilities	<ul style="list-style-type: none"> Coordinator will organize schedules and oversee the smooth running of the event. Prepare and serve refreshments (non-alcoholic). Clean up. Purchase food and beverages and other required items.
Constraints	<ul style="list-style-type: none"> Food may be prepared at home or in the parish hall kitchen. Volunteers may be responsible for providing the food, or may use the food provided. For Coffee Sunday, follow guidelines provided by the coordinator. Observe proper cleanliness and sanitation regulations according to provincial, municipal and any other local guidelines.
Descriptor scope (<i>check one</i>)	<input checked="" type="checkbox"/> Common <input type="checkbox"/> St Philip <input type="checkbox"/> St Clare
Notes on scope	St. Philip: <ul style="list-style-type: none"> St. Philip CWL often manages events St. Clare: <ul style="list-style-type: none"> St. Clare CWL manages events
Skills, experience and qualifications desired	<ul style="list-style-type: none"> Available on scheduled dates Display refreshments in an attractive manner Accurately estimate the quantity of refreshments required
Personal traits desired	<ul style="list-style-type: none"> Good interpersonal and organizational skills Honest Committed to cleanliness and food hygiene
Orientation and training	<ul style="list-style-type: none"> Guidelines available from coordinator Mentoring available On-the-job training Access to provincial/municipal/local guidelines for food handling and sanitation Receive a copy of this ministry role descriptor Responsible Ministry training and handout
Support, supervision and evaluation	<ul style="list-style-type: none"> Assistance available from coordinator and other workers Under the overall direction and supervision of the clergy

Hospitality Coordinators and Workers Ministry Roles Descriptor

St. Philip Church & St. Clare Mission
Richmond and Dwyer Hill, Ontario

Working conditions	<ul style="list-style-type: none"> • Working at home or in the parish hall kitchen • Work involves heat, hot ovens and elements and the use of knives and hot substances.
Benefits to role participants	<ul style="list-style-type: none"> • Satisfaction of serving the parish and community.
Level of sensitivity <i>(check one)</i>	<input checked="" type="checkbox"/> Low <input type="checkbox"/> Medium <input type="checkbox"/> High
Screening measures (Per the parish 'Responsible Ministry Program' document.)	<ol style="list-style-type: none"> 1. Completion of a volunteer information form is required. 2. Training and orientation are required. 3. There will be supervision and opportunity to give and receive feedback.