Great Lakes Christian College

6211 West Willow Highway, Lansing, MI 48917 ❖ 517-321-0242

Other AREA CHURCHES

Rev. August 18, 2014

Listings will be posted for 6 months. Churches desiring a listing or extension should contact pbeavers@glcc.edu, mriggs@glcc.edu or call 517-321-0242 x 250.
Please include church name and address with message.

Job Description - The Peoples Church Hospitality Coordinator

A. Primary Function

The Hospitality Coordinator is responsible for all the catering needs involving the use of the kitchen, and coordinating the shared use by approved church groups. This position reports directly to the Senior Pastor.

B. Duties and Responsibilities

1) Coordinate services for events, facilities, catering, and special needs requirements for hospitality.
2) Monitor church compliance with health, safety, and fire regulations regarding food preparation and service in coordination with the facility director.
3) Prepare and serve, or coordinate catering, for appropriate, safe, healthy food options at events in the building.
4) Purchase all food and related items for church use.
5) Schedule all food, beverage, and service deliveries, checking products for quality and quantity.
6) Evaluate inventory of food in storage area and rotate inventory to maintain freshness.
7) Maintain a food safety certification from a program approved by the Ingham County Health Department and implement a high level of sanitation standards for kitchen(s) and preparation area(s).
8) Coordinate billing for services offer to outside groups for preparing and serving meals by submitting receipts and invoices for payment on charge accounts to the Financial Administrator in a timely manner.
9) Secure volunteers to prepare and serve food and keep an accurate list of volunteers.

For more information, or to apply for this position, please contact Rev. Andrew Pomerville, senior pastor, at The Peoples Church of East Lansing, 200 West Grand River Ave., East Lansing, MI 48823, apomerville@thepeopleschurch.com, 517-908-4442.