

BRIDGE CITY CHURCH JOB DESCRIPTION

Job Title: **Hospitality Team Coordinator**

Department: Administration

Approved by: Campus Pastor

ROLE

The Hospitality Coordinator oversees a team of people who purchase and prepare the food for the A-team Huddle and the Cafe on Sundays and at special events.

WIN

People are welcomed and cared for in the Cafe; the A-team is cared for and appreciated and able to eat together as they are focused and get fired up to host the Sunday Worship Experience

RESPONSIBILITIES

- Submit to the vision and direction of the Lead Pastor, Campus Pastor and Campus Administrator
- Monitor that all team members are functioning under budget and submit receipts in a timely and orderly fashion
- Responsible for leading a team of people to function with excellence and efficiency in providing food for the entire A-team on Sunday, including set up and clean up.
- Responsible for leading a team to prepare and serve members and guests in the cafe' including set up and clean up
- Coordinate the schedule using Planning Center
- Submit Supply Request Forms as needed, ensuring the areas are adequately stocked
- Meet with team members quarterly to review best practices and share vision
- Recruit and train team members

REQUIREMENTS

- Is a mature follower of Jesus, a tithing member of Bridge City Church, family is in order, passion-driven, loves people, and exhibits leadership characteristics of a deacon (1 Timothy 3:8-13)
- Actively involved and supports the vision and direction of the church, participating in church events, special events, ministry opportunities, missions, and moving self and others to discipleship and growth
- Excellent people skills
- Passion for administration and serving
- Leadership skills
- Excellent follow-through skills

REPORTS TO

Campus Administrator with a dotted line to the Campus Pastor