



## Position Description | Event/Hospitality Assistant

**Reports to:** Events/Hospitality Coordinator

**Direct Reports:** none

**Position Summary:** This role provides assistance in the preparation and clean-up of all events in the Family Life Center and oversees the proper usage of church facilities (kitchen, kitchen equipment, and meeting rooms) during events.

### Responsibilities

- Ensure the FLC is organized, clean and ready for events
- Interface with guests/church members who are renting/utilizing church space and oversee usage of facilities (kitchen, kitchen equipment, and meeting rooms) and ensure clean up after the event
- Assist in preparation for all events (can include making coffee, setting up table arrangements, adjusting heat/air conditioning and preparing signage as needed). Provide available decorations and assist with reasonable client requests as much as possible
- Maintain clear and clean counters and prep areas in FLC kitchen and AMC kitchen. Wash dishes, glassware, utensils and pots/pans using dishwasher or by hand as needed
- Maintain clean and orderly food storage areas
- Monitor and remove leftovers and outdated food from the kitchen walk-in fridge and freezer (dispose of waste and food containers as needed)
- Assist in kitchen and FLC conference areas as requested by Event Coordinator
- Launder tablecloths and rags when necessary.
- Provides assistance in setting up and breaking down Hospitality coffee and donut service on Sundays
- Other duties as assigned by supervisor.

### Requirements

- A growing Christ follower and supports the vision and mission of Fair Oaks Church
- An ongoing display of Christlikeness: humility and a heart for service
- Organizational and administrative abilities
- Effective people skills, ability to work well with other employees/volunteers/guests
- Must be able to learn basic kitchen systems and equipment and custodial equipment
- Ability to perform physical work, exerting up to 50 pounds of force occasionally, up to 20 pounds of force frequently, and negligible amount of force to perform physical activities

**Work Schedule:** Sunday mornings, evenings as needed for events, Fridays (memorials) and Saturdays (weddings)

**Job Status:** Part-time, 10-15 hrs/week, (depending on events/needs), \$16.50/hour non-exempt.

**Application Process:** Please submit a resume to Dana at [DNeville@fopc.org](mailto:DNeville@fopc.org)