The National Presbyterian Church
Hospitality Assistant

Position Description

The Hospitality Assistant supports the Hospitality Manager in creating a warm, welcoming, and well-organized environment for worship services, gatherings, concerts, and special events at National Presbyterian Church (NPC). This position provides hands-on support with event planning and logistics, food and beverage service, and guest hospitality to ensure activities run smoothly and all who enter our doors feel welcomed. This part-time position has an anticipated schedule of Saturdays, Sundays, and occasional evenings, with flexibility based on church events and ministry needs.

Duties & Responsibilities

1. Event Setup and Support

- Assist with preparing spaces for worship services, gatherings, meetings, concerts, and special events.
- Arrange tables, chairs, linens, serving stations, and other hospitality materials as needed.
- Support food and beverage setup, including coordination with caterers and volunteers.
- Monitor events to ensure hospitality needs are met and promptly address issues as they arise.
- Assist with breakdown, cleanup, and restoring spaces following events.

2. Kitchen and Facility Support

- Maintain clean and organed hospitality areas, including the kitchen, serving areas, and storage spaces.
- Monitor inventory and notify the Hospitality Manager when supplies need replenishment.
- Follow established food safety, sanitation, and health regulations for storage and handling.
- Help ensure hospitality equipment and facilities are used properly and maintained in good condition.

3. Guest Services and Hospitality

- Extend a warm and welcoming presence to church members, visitors, and guests.
- Assist with hospitality services during Sunday worship, fellowship hours, and special events.
- Respond courteously and promptly to guest requests and communicate concerns to Management.
- Support church staff and volunteers in creating an inclusive and welcoming atmosphere consistent with NPC's mission and values.

4. Teamwork and Communication

- Work collaboratively with the Hospitality Manager, Facilities staff, ministry leaders, and volunteers to support successful events.
- Follow event schedules, setup instructions, and hospitality service expectations.
- Communicate anticipated needs, scheduling conflicts, and operational concerns in a timely manner.
- Assist with other hospitality-related duties as assigned.

Qualifications

- High school diploma or equivalent preferred.
- Previous experience in hospitality, food service, catering, event support, or a related field preferred.
- Strong customer service skills and a friendly, welcoming demeanor.
- Ability to work collaboratively with staff, volunteers, and individuals.
- Dependable, punctual, organized, and attentive to detail.
- Basic knowledge of food safety and sanitation practices preferred.
- Ability to perform routine event setup, food service, and cleanup activities.