

Ascension Lutheran Church

Position Description

Position Title: Hospitality Coordinator

Reports To: Director of Administrative Ministries

Summary

This position is part-time non-exempt position of approximately 5 hours per week. This position provides hospitality to church worshipers by preparing coffee and refreshments, and setting up rooms and patio space to feel welcoming to visitors, church members and staff.

Specific Duties and Responsibilities

□ Hospitality

- Be a welcoming presence on campus
- Insure that coffee has been made and coffee supplies are adequate
- Advise office staff when inventory is needed to be ordered
- Check campus for general tidiness (spills, litter, overflowing trash cans) and resolve
- Make sure rooms are set up to feel the most welcoming
- Assist with multimedia set up in the library and Founders Hall for adult education
- Assure that the facility is returned to order and locked

□ Facilities

- Open buildings as necessary during the morning, ensuring that light are turned on at appropriate times.
 - Bethlehem Room back door (Admin Building lower level) as needed
 - Dugout (Admin Building lower level) as needed
 - Pederson Hall and kitchen (Admin Building upper level)
 - Sanctuary and Founder's Hall exterior doors
 - Music Room
 - Church Nursery
 - Classroom doors
 - Grades 2, 3, 4 on sanctuary level
 - Grades K, 1 and Sunday School office on upper level
 - Grades 5, 6, 7, 8 on lower level
 - Modular
 - Exterior restroom doors
 - Lower level school
 - Patio restrooms near nursery entrance
- Provide appropriate room set-up when necessary
- Assist with sound and technology needs when necessary
- Close and lock all rooms, restrooms, and turn off lights and any sound/projection equipment at close of each event
- Reset or teardown meeting rooms as directed

Qualifications

- Strong people skills
- Excellent time management skills
- Proactive, self directed and motivated
- Problem solving skills
- Attention to detail

Work Environment

The position of Hospitality Coordinator will work both inside and outside the church and school buildings. The position will perform moderately heavy work (exerting force and/or lifting or carrying objects weighing up to 100 pounds occasionally, 25 – 50 pounds frequently and/or 10 – 20 pounds consistently), and will ascend and descend stairs, steps or similar uneven surfaces to access required work areas.

Compensation

\$13.50-15.00 per hour

To apply: Please visit our website: <https://alcto.org/career-opportunities/>

Resume and application may be emailed to info@alcto.org