



1301 W. 100th Ave. Anchorage, AK 99516

www.kaleoalaska.org

Job Description for Hospitality

Opportunity: Event Host

Summary: A big part of the gospel is hospitality. Hospitality is very important at Kaleo because it is often the “welcome” that a person needs to feel to know that they belong. One of the key ways we want to be hospitable at Kaleo is through food at our many gatherings and events. Some of these gatherings are regular monthly events (ie: Greet n Grub) while others may be less frequent (ie: Membership Class). An Event Host is in charge of making sure that a Kaleo event (that has food) has all of the necessary food items as well as taking care of the setup, teardown and cleanup of all of the food related parts of the event.

Time Requirements:

- Approximately 1-2 hours to shop and 2-4 hours/event that you sign up for. We encourage volunteers to be available for 1 event per month or every other month.
- Required trainings, as requested.

This Position Reports to: Associate Pastor, Cody Carpenter, ccarpenter@kaleoalaska.org

Responsibilities and Authority:

- Determine the needs of the event from the ministry lead such as: Light snacks and beverages or full meal? How many attendees? Allergies of the attendees?
- Shop for food and other supplies as needed. This is normally best done at Costco but may make sense at other grocers as needed. Check inventory of supplies (Paper plates, utensils, condiments, cleaning supplies, etc.). Reimbursement options or carrying a church credit card are both options depending on frequency of serving.
- Prepare food or arrange catering (depends on event needs).
- Setup Food in event space. May mean setting up serving tables with table cloths at times.
- Serve the attendees with a smile and servant attitude.
- Clean-up. Help to take food back to kitchen and wash and put away any serving dishes and utensils that were used.

Qualifications:

- Background in food service, catering, cooking for big families, or just an overall enjoyment of food related service is needed.
- Enjoy working with food and serving others.
- Pass background check.

Ready to apply?

APPLY NOW