



St. Mary's Episcopal Church

12291 River Road - Richmond, VA 23238

www.stmarysgoochland.org

Hospitality and Kitchen Coordinator

St. Mary's Episcopal Church is looking for a Hospitality Coordinator. The Hospitality Coordinator supports the ministry of welcome and fellowship at St. Mary's Episcopal Church by coordinating hospitality efforts for parish gatherings, receptions, and special events. Working closely with the Fellowship, Outreach, Pastoral Care, and Funeral Committees, as well as the other staff of the parish, the coordinator ensures that parish events are supported by a well-organized, clean, and fully stocked kitchen and hospitable environment.

This role combines event coordination, volunteer collaboration, and kitchen management to help the parish provide gracious hospitality to members, guests, and families during times of celebration, fellowship, and remembrance.

Primary Responsibilities

-Hospitality & Event Coordination

- Coordinate food service and hospitality needs for parish events, receptions, coffee hours, fellowship meals, and funeral receptions.
- Work with parish committees, staff, volunteers, and sextons to support event setup and cleanup.
- Maintain hospitality supplies including beverages, linens, serving ware, disposable goods, and related kitchen items.
- Assist with purchasing and budgeting for kitchen and hospitality needs in coordination with the Director of Church Operations.
- Monitor the common areas of the parish and tidy them to make sure spaces look clean, neat, and welcoming.

-Kitchen Oversight & Food Safety

- Maintain a clean, organized, and welcoming semi-professional kitchen environment.

- Ensure the kitchen is stocked with essential supplies including beverages, paper goods, cleaning products, and food storage materials.
- Oversee sanitation, food safety, and proper food-handling practices in accordance with Safe Church and ServSafe standards.
- Coordinate routine cleaning of appliances, storage areas, and food preparation spaces.
- Monitor kitchen equipment and report maintenance or repair needs.

-Volunteer & Administrative Support

- Work collaboratively with parish volunteers and provide guidance regarding kitchen procedures, food safety, and cleanup expectations.
- Maintain kitchen inventory lists, basic guidelines, and signage for shared kitchen use.
- Communicate with parish staff and ministry leaders regarding upcoming hospitality and kitchen support needs.

-Weekly work

- Work at the front desk of St. Mary's from 9a-12p, answering the phones and receiving packages, etc.
- Assist with Friday funerals, making sure the offices and shared spaces are cleaned up and hospitable.
- Prepare common spaces to make them welcoming for Sundays
- Attend and support all events needing hospitality

-Qualifications

- Experience in hospitality, food service, kitchen management, or event coordination preferred.
- Strong organizational, communication, and interpersonal skills.
- Knowledge of food safety and sanitation practices; ServSafe certification required within 30 days of employment if not current.
- Ability to lift 25–30 pounds and assist with light physical setup and organizational tasks.
- Appreciation for the mission and ministry of the St. Mary's community.

-Compensation

- Part-time position averaging approximately 20 hours per week.
- Compensation: \$25 per hour.
- This position is not eligible for benefits.
- Schedule flexibility is required, including occasional evenings and weekends to support parish events and activities.

- Weekly hours may fluctuate during the summer and during major liturgical seasons of the church calendar, including Lent, Holy Week, Advent, and Christmas.

-To Apply

Please send a cover letter providing an introduction of yourself along with a resume including at least two references. Please send all materials to the Rev. Daniel J. Reeves (dreeves@stmarysgoochland.org).