

HOSPITALITY TEAM MEMBER

Purpose:

Members of the Hospitality Team coordinate morning tea and refreshments following weekend Masses in our parishes and on other special parish occasions.

Responsible to:

Parish Priest and Senior Pastoral Associate

Role Description:

Hospitality takes place across our parishes each weekend. The role of Hospitality Team members is to coordinate morning tea or refreshments following Mass for their local worshipping community once a month.

Duties:

Team members will:

- Arrive 45 minutes prior to the commencement of Mass.
- Be responsible for setting up for hospitality, serving and clean up afterwards.
- Bring a plate of food if they wish or purchase food for which the parish will reimburse for any reasonable expenses incurred.
- Notify the Parish Office if any hospitality supplies are required.
- Need to maintain high standards of food handling and cleanliness at all times.

Duties will vary for each local worshipping community

Conditions:

- This is a volunteer role.
- The anticipated commitment is to be placed on a roster.

Hospitality Team members are required to:

- hold a current Victorian Working with Children Check or Victorian Institute of Teaching (VIT) registration with the parish registered as a volunteer organisation. This check remains current for five years;
- read and sign the Safeguarding Code of Conduct. Once signed, it will remain current for three years;
- Complete the Safeguarding Essentials online training module. Once completed, it will remain current for three years.

Training required:

- All volunteers must complete a safeguarding training module as required.
- Initial induction training prior to commencing in the role and other training as required.

Qualifications and experience:

- No prior experience is required as Hospitality Team members are provided with training and a list of duties.
- A food handling certificate or Responsible Serving of Alcohol (RSA) certificate would be beneficial.

Skills and attributes:

- Respects the cultural, gender and age diversity of the parish.
- Committed to the safety of children, young people and vulnerable people.
- Willingness to work collaboratively as part of a team.
- Reliable and responsible.
- Willingness to participate in learning opportunities eg. induction, training and development.
- Welcoming and friendly.
- Respects confidentiality and privacy.
- Able to communicate effectively and respectfully with others.

Benefits to this position:

Those who commit to this ministry will have the privilege of serving the parish community, contributing to the inclusion and welcome of people in our parishes.