

## **HOSPITALITY ASSISTANT (PART-TIME-10)**

The Falls Church Anglican (TFCA) is seeking a part-time employee to assist the Events Manager and church volunteers with the preparation and service of refreshments on Sunday mornings at the church and other designated areas.

### **Duties and Responsibilities:**

- Pick up snacks and deliver to the church each Sunday.
- Prepare and refresh snacks.
- Prepare and refresh coffee or other hot beverages.
- Keep the hospitality area organized.
- Use proper safety precautions and sanitary measures to keep all areas clean.
- Being prepared for serving times.
- Escalate parishioner concerns to Events Manager.
- Maintain high standards of customer.
- Dress appropriately professional for food service.

### **Qualifications and requirements**

- At least 1-year experience in customer service or similar job
- Available on Sundays
- Reliable Transportation
- Team player
- Good communication skills
- Detailed oriented
- Good time-management and organizational skills
- Reliable
- Punctual
- Excellent customer service
- Agreement with TFCA's doctrinal position (see <https://www.tfcanglican.org/visit/what-we-believe>)

Within this context, we are committed to equality of treatment in hiring and in all employment conditions and opportunities. Compensation depends on experience. This position does not qualify for benefits.

**How to Apply :** Please send a cover letter and resume to [resumes@tfcanglican.org](mailto:resumes@tfcanglican.org), with "Hospitality Assistant" in the subject line.