

Building & Events Coordinator

St. John the Baptist Parish

14241 Fruit Farm Rd. | St. Joseph, MN 56374 | 320-363-2569 | stjohnthebaptistparish.org

"We are a progressive Catholic Benedictine Community encountering Christ through Word, Sacrament, one another, nature and our thirst for a just world."

JOB DESCRIPTION:

Status: Hourly

Location: St. John's Parish Center

Supervisor: Pastor and Personnel Committee

Function: The Building and Events Coordinator is directly responsible for the coordination of Parish fundraising and building rental events.

GENERAL SCOPE:

The position is in frequent contact with the Assistant Event Coordinators and other members of parish staff. Coordinating various aspects of the following: Parish dinners, funeral luncheons, rentals and wakes according to the parish schedule.

RESPONSIBILITIES:

1. Take inventory of food items on hand at the Parish Center.
2. Order and purchase all food items needed for event. Arrange for delivery or pick up.
3. Arrange for take down and set up of dining area.
4. Check on volunteer list and assign someone for additional recruitment of volunteers if needed.
5. Assign volunteers to various jobs and shifts during events and instruct them on how to do their job.
6. Arrange for preparations of food items needed to be prepared in advance.
7. Prepare food areas for smooth operation during events.
8. Have dining area, buffet line and beverage area ready for guests.
9. Be aware of the flow of food items being prepared, watch for trouble areas.
10. Maintain food safety by checking temperatures of food and keeping an eye on safe food handling by volunteers.
11. Do inventory after an event and return or distribute unused food items as necessary.
12. Oversee cleanup of all areas in the kitchen and dining room after an event. Maintain proper storage of equipment in the back room.

PROFESSIONAL QUALIFICATIONS:

1. Physical ability to stand for long periods of time and to lift heavy items.
2. Need a vehicle to haul supplies with.
3. Ability to supervise parish volunteers and work with other staff.
4. Knowledge of food safety, and certified in food handling.
5. Ability to work day-time hours as well as evenings and weekends as needed.

RESPONSIBILITIES FOR SPECIFIC FUNCTIONS:

Parish Dinners/Funeral Luncheons:

- Dining Hall Set up
- Food preparation
- Pick up supplies/groceries
- Solicit, Train and oversee volunteers
- Maintain food safety recommendations
- Maintain kitchen organization (putting things back where they came from)
- Clean up
- Organize the storeroom
- Set-up as needed for Mass or next event.
- Follow lock-up procedures

Wakes:

- Make sure all areas of the building are functioning (heat/air, doors, toilets, garbage's, sidewalks, parking lot lights, etc.)
- Supervise the kitchen area (coffee, dishes, cleaning)
- Check restrooms and garbage's regularly
- Make sure casket/cremains are never left in building overnight.
- Follow lock-up procedure

Rentals:

- Open and make sure facility is prepared for the renters.
- Make sure all areas of the building are functioning (heat/air, doors, toilets, garbage's, sidewalks, parking lot lights, fire panel, security system, etc.)
- Follow lock-up procedure

PERFORMANCE EVALUATION:

The Building and Events Coordinators performance will be evaluated, at a minimum of, annually by the parish personnel committee. Various members of our faith community may be requested to offer feedback to further evaluate performance as needed.

February 2022