



Hospitality Coordinator/Food Service Assistant **Average 20-25 hours/week**

In order to extend the hospitality of Christ on behalf of Union Presbyterian Seminary to students, staff, faculty, alumni, and constituents, the Hospitality Coordinator/Food Service Assistant will assist in food service preparation, planning and facilitating seminary events, as well as coordinating Hospitality student workers for events and Community Lunch.

Responsibilities:

- Handling scheduling of student catering staff for hospitality events and Community Lunch
- Coordinating with Chef Wes on what needs set up/taken down for events
- Assisting with on-campus logistics for visiting groups
- Picking up and dropping off items and goods from vendors including grocery runs when necessary
- Preparing and placing signs for parking, directions, when necessary
- Greeting guests and providing assistance as an event host for in-house events and off-campus guests
- Assisting with planning and design of hospitality events
- Food preparation including washing, peeling, and cutting of fruits, vegetables, and other food items for cooking
- Assisting with the set up and break down of serving line and dining areas as needed
- Cleaning and sanitizing equipment, utensils, plates, cups, linens, etc. and restocking those items
- Assisting as cashier when needed
- Other duties as assigned, to ensure hospitality events go smoothly

Required Skills, Knowledge, and Abilities

- Ability to organize, multi-task, and work as a team player
- Must be familiar with health and cleanliness standards for food preparation
- Ability to demonstrate knife skills
- Must be able to lift 25-50 lbs.
- High school diploma or GED equivalent and experience in food service/catering

This is a part-time position located on the Richmond campus and reports to the Food Service Manager (food service) and the VP for Finance & Administration (hospitality). The hours could vary from week to week and some evenings/weekends may be required. Most weeks will include Monday-Wednesday from 9AM-2PM for food prep and café assistance. Additional hours will vary based on scheduled hospitality events.