

# CAFÉ HOST ROLE DESCRIPTION

## 1 INTRODUCTION

A Café Host helps create a welcoming environment for people to minister to each other before / after a service.

|                      |                         |
|----------------------|-------------------------|
| <b>Role Type</b>     | Support Role            |
| <b>Ministry Team</b> | Hospitality Team        |
| <b>Supervisor</b>    | Hospitality Team Leader |
| <b>Training</b>      | Induction / Seminar     |

## 2 QUALIFICATIONS

|                    |                                      |
|--------------------|--------------------------------------|
| <b>Convictions</b> | N/A                                  |
| <b>Character</b>   | <i>Faithfulness in Service</i>       |
| <b>Competence</b>  | Food preparation<br>Friendly service |

## 3 RESPONSIBILITIES

- 3.1 In the week leading up to your Café session, contact your fellow Café Host(s) to coordinate responsibilities. If you don't have contact details you need, you can request them from the Hospitality Team Leader.
- 3.2 In the same week, at least one Host should purchase any consumables that will be needed. Reimbursement is available by submitting Appendix I: Reimbursement Claim Form. Consumables needed may include:
- Milk for coffee and tea (at least 2L);
  - Fresh fruit, for children / gluten-free people.
  - Food (or ingredients to make food).
- 3.3 On the morning you're on Café, ensure that at least one Café Host arrives 30 minutes early to set-up:
- Tables and chairs;
  - Coffee and tea services;
  - Water cooler and plastic cups;
  - Teaspoons, milk and sugar;
  - Mugs / plates / serviettes etc.
- 3.4 At 9:30AM, at least two Hosts should be ready to assist or serve people. This will involve:
- Offering a friendly greeting;
  - Serving / supervising tea and coffee;
  - Serving / supervising food.
- 3.5 At 9:55AM, begin to close the Café. Clean, dry and put away:
- Mugs / cups / plates, etc.;
  - Any appliances used;
  - Tables and chairs.

## 4 NOTES

- Ensure that you comply with the rules on the food safety poster displayed in the kitchen.
- Don't serve any food containing peanuts (some church members are allergic to them).
- If a food item contains tree nuts, ensure that a clear label is visible: 'Contains Tree Nuts'.
- Don't serve any food as bowls into which many hands may reach (e.g. bowls of chips).

- Don't leave any consumables on the church site / in the fridge (e.g. left-over food or milk).
- Try to leave the kitchen cleaner than you found it in servant-love for other church members.
- Feel free to ask church members on-site for assistance (e.g. setting-up tables and chairs).
- Notify the Hospitality Team Leader if supplies (e.g. sugar) are running low / have run out.
- Try not to miss more than ten minutes (e.g. opening / closing songs) of your service in this role.
- If necessary, gently ask church members to clear the kitchen to help ensure a swift clean-up.
- Judging quantities takes experience, but we usually serve around 50 adults and 30 children.

## **5 RESOURCES**

Government of Victoria, *Food Safety Rules*.\* (N.B. these should be on display in the church kitchen.)

\* We use the rules from Victoria because their poster is better than comparable posters by the Government of Western Australia.

## **6 APPENDICES**

Appendix I: Reimbursement Claim Form

# APPENDIX I: REIMBURSEMENT CLAIM FORM

## 7 EXPENSES

| Date         | Company | Item | GST | Claim |
|--------------|---------|------|-----|-------|
|              |         |      |     |       |
|              |         |      |     |       |
|              |         |      |     |       |
|              |         |      |     |       |
|              |         |      |     |       |
|              |         |      |     |       |
|              |         |      |     |       |
|              |         |      |     |       |
|              |         |      |     |       |
|              |         |      |     |       |
| <b>Total</b> |         |      |     |       |

## 8 PAYEE

|          |  |
|----------|--|
| Acc/Name |  |
| BSB      |  |
| Acc/No   |  |

## 9 PAYER

Date reimbursement claim paid:

- Complete this form, export it as a PDF (File → Print...) and email to [info@broomeanglican.church](mailto:info@broomeanglican.church).
- Insert extra 'Expenses' rows if necessary (but a form may only include expenses from one month).
- Include receipts for all expenses as attachments, ideally as readable, low-file-size PDFs or images.
- By submitting this form you attest that all itemised expenses were incurred on behalf of the church.