

**St. Mary of the Lake
White Bear Lake, MN
Ministry Description**

- Position Title:** Funeral Hospitality Assistant
- Responsibilities:** With direction from the coordinator and in cooperation with the rest of the team, assist with the following tasks as needed:
- Wash counters and tables before setting tables
 - Set tables with place mats, cups, salt & pepper
 - Wrap silverware and place on serving table
 - Cover serving tables
 - Set out the plate carts; count the plates in cart
 - Prepare any food for serving using plastic gloves
 - Prepare coffee pots to be filled at serving time
 - Keep coffee pots on tables filled
 - Keep platters and bowls filled
 - Prepare food for family to take home
 - Clear tables. Wash dishes and put dishes away
 - Wash counters and tables after the meal
 - Enjoy lunch before cleanup
- Be hospitable to family and guests when they arrive and helpful with any needs/questions they might have
- Weekdays during the school year sign in and sign out at the parish center desk (required for security purposes with the school)
- Qualifications:** Respectful of others and ability to work with others
Respectful of the grief process and appreciates how the luncheon is a significant part of that process
Flexible and able to respond to the unexpected
Understand the importance of cleanliness and sanitary conditions with food preparations
Ability to be friendly and welcoming to the guests
Common sense
- Time Commitment:** 3-4 hours depending on the size of the luncheon
- Responsible To:** Funeral Hospitality Coordinator who is responsible for the luncheon being served

