

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

Position Title:

Funeral Hospitality Coordinator

Responsibilities:

Make coffee

Assign workers to the following tasks:

- Wash counters and tables
- Set Tables with decorations, place mats, cups, salt & pepper
- Wrap silverware
- Cover serving tables
- Count plates and set by table with silverware
- Prepare any food for serving using plastic gloves
- Prepare coffee pots to be filled at serving time
- Keep platters and bowls filled
- Prepare food for family to take home
- Clear tables. Wash dishes and put dishes away
- Wash counters and tables

Give food donation list to family

Record in log book the workers and number served

Be hospitable to family and guests when they arrive and helpful with any needs/questions they might have

Week days during the school year sign in and sign out at the parish center desk (required for school security)

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.

Understands the importance of cleanliness and sanitary conditions with food preparations.

Able to give directions and train others in the responsibilities

Common sense

Time Commitment: 4-5 hours depending on the size of the luncheon

Responsible To: Director of Outreach Ministries

5/11/07

