

Job Title: Hospitality Director

Updated: July 20, 2026

Congregation: Roseville Lutheran Church, a Reconciling in Christ (RIC) Congregation

Location: Roseville, Minnesota

Denomination: Evangelical Lutheran Church of America (ELCA) Congregation

Position Type: Fulltime, plus benefits

Reports to: Church Business Administrator

CHURCH OVERVIEW: The mission of Roseville Lutheran Church (RLC) is to “Love God. Love your neighbor.” In pursuing our vision of building “a community united by grace,” our congregation focuses on three core values:

- **LOVE:** Every person is a child of God
- **HUMILITY:** We do not possess the wisdom to judge others with impunity
- **FAITHFULNESS:** The Lord has a purpose for us here, In Roseville

POSITION OVERVIEW: Beyond the nourishment of food this position supports congregational fellowship by providing welcoming and nourishing spaces to gather in support of spiritual growth, community building and outreach. Specifically, this position Leads, Manages and Directs the overall food service operation of Roseville Lutheran Church including purchasing, preparation, service, sanitation, personnel management, customer service and record keeping. This position is expected to be able to work some flexible hours including evenings, weekends and early mornings.

The past fiscal year the Hospitality Director has overseen the Hospitality needs of approximately 20 funerals, 40 events and 50 plus Sunday morning breakfasts and coffees.

Job Responsibilities:

Food Securement/Preparation, Serving and Cleanup **This category serves three distinct clientele categories*

- *Church events/activities (Soup supper; First Sunday breakfast; Sunday Coffee; etc)*
- *Church member requests (Funerals, etc)*
- *External groups or organizations (Vintage 4-H; Retired Teachers Assoc; College Choirs etc)*
- Supervise and/or perform the following duties: menu planning, food preparation, food service, food storage and food related cleanup.
- Create and maintain plans for: ordering, receiving and inventory of food, supplies, paper, chemical and cleaning supplies.
- Create and manage schedules that facilitate space, organization and preparation.
- Work with special dietary issues brought to your attention and communicate clearly IF and HOW RLC Hospitality is able to deal with those needs.

- Meet and plan events with staff, ministry team leaders, congregational members and visitors, including meal planning, food ingredients, cost approval, and appropriate funding sources to be used.

Facility and Personnel Management

- Oversee the general upkeep of the kitchen and social hall.
- Help maintain aesthetically pleasing spaces throughout RLC, to ensure expectations of all groups are met.
- Coordinate space needs for events and work closely with Facilities/Custodial team to ensure proper set up instructions are followed. Assist in facility setup and cleanup as needed.
- Recruit, train and supervise all volunteers working within the Hospitality arena.
- Coordinating and scheduling volunteers based upon each event's needs
- Knowing volunteers, their skill sets and if and how they can best be utilized and supported.
- Provide leadership to improve efficiency, effectiveness and/or implementation of the Hospitality mission.
- Oversee food related laundry needs

Budgetary and Administrative Responsibility

- Manage department expenditures to stay within budget and keep records of profit and loss records.
- Build relationships with vendors/cateters/other providers to meet the needs of RLCs Hospitality Ministry.
- Provide financial records as requested to Church staff, Council and Budget Committees.
- Submit Annual Budget requests as part of the Church budgeting process
- Attend weekly/monthly meetings and work collaboratively with Staff.
- Provide timely Hospitality messaging for E-blast and other church communications

Health and Safety

- Be certified, as required, in all required Food Safety areas (Serv Safe)
- Facilitate the annual health department inspection
- Ensure all kitchen staff/volunteers follow the Serve Safe guidelines
- Keep Informed of changing Health Codes and ensure compliance with current food safety codes.
- Ensure proper refrigeration/freezing of food and the disposal of food as required.

Core Competencies

- Food safety, kitchen compliance with health and environmental safety
- Sanitation
- Budgeting
- Record Keeping
- Time management

- Supervising volunteers
- Scheduling
- Planning
- Service Oriented
- Problem solving

Preferred Qualifications

- Two (2) years or more experience working in a food setting focused on group events
- Menu Planning experience for groups of 100 or more
- Experience in a commercial, industrial or institutional kitchen
- Previous experience with purchasing, budgeting and cash flow of food operations
- Previous experience training and supervising volunteers

Required Qualifications

- Minimum of six months experience working in a food setting focused on group events
- Must have, or must obtain, ServSafe Certification
- Must have access to a personal vehicle and have a valid MN driver's license, for purchasing and picking up food supplies.
- Must be flexible and able to be responsive to Hospitality events that occur with limited advance notice
- Knowledge in First Aid, Fire Safety
- Ability to communicate/collaborate with ministerial and facilities staff
- Ability to lift food products up to 50 pounds
- Knowledge of kitchen sanitation and food safety, awareness of common allergens
- Knowledge of food presentation, table setting, buffet set up
- Understanding how to provide nourishing and food appropriate selections