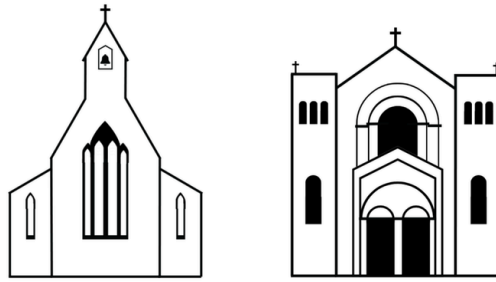


Hospitality

St Mary's and St Colman's



St Mary's St Kilda East and St Colman's Balaclava Volunteer Role: Hospitality Supervisor: Father Jerome Santamaria

POSITION DESCRIPTION

The role of the Hospitality Volunteer is to make the parish a welcoming place for both new and current parishioners and visitors.

ACTIVITIES

- Greeting worshippers at the entrance to the church, in the carpark or particularly designated area providing them with bulletins.
- Setting up tea, coffee and food in the designated area for after Mass.
- Preparing and serving tea, coffee and food after Mass.
- Preparing and serving tea, coffee and food at parish community events.
- Engaging visitors or inquirers in conversation and where appropriate introducing them to the parish priest, Pastoral Associate or RCIA Coordinator.
- May act as an usher when required.
- If requested, assists in training new Hospitality Volunteers.
- Follows directions from the Events Committee, Priest and/or Staff at the Parish.

SAFEGUARDING

- Responsible food handling training may be required depending on the circumstances.
- Hospitality persons should ensure food is correctly labelled with a list of ingredients and allergens.
- Additional training may be required for events which include the serving and consumption of alcohol.
- Members must abstain from alcohol at events when in the act of volunteering in the hospitality role.

Note: This Activity Statement is an attachment to the Volunteer Overview and must be read in conjunction with this.

I have received, reviewed and fully understand the Activity Statement which is an attachment to the Volunteer Overview and understand that these two documents form the Volunteer Position Description. By signing the Volunteer Overview, you are acknowledging responsibility for the satisfactory execution of the activities outlined.