

Hospitality Coordinator

One of the key values at Sherwood Park Alliance is Hospitality. We long to be a place where people feel welcome and can belong before they believe. While we all have a responsibility to champion this value, the Hospitality Coordinator will help us execute this in significant ways with excellence in key areas.

This person loves to welcome people into our various environments, hosting them well and ensuring their experience is top notch. The primary working hours for this role include evenings and weekends. The role is ideal for someone looking for a flexible schedule that is driven by the ministry in our building rather than regular office hours.

KEY ACCOUNTABILITIES:

Hosting

- Create a safe and welcoming environment for our guests.
- Anticipate the needs and exceed the expectations of our guests.

Legato

- Operate the Legato Café.
- Assist in training volunteers to operate the Legato Café.

Food Services

- Maintain kitchen, staff room, Legato and kitchenette spaces.

General

- Support hospitality initiatives and engage with volunteers for various assignments and projects.
- Build and maintain effective working relationships, displaying Christ-like character.
- Influence the team to seek best practices, manage change and promote continuous improvement.
- Other duties as assigned.

QUALIFICATIONS and SKILLS:

- Excellent interpersonal skills with the ability to collaborate well with others.
- Experience in hospitality, preferably as a barista.
- Adaptable and flexible; problem solver.
- Strong time management and communication skills.
- First aid certification an asset.
- Clear vulnerable sector check.

Special Notes:

- Working hours are variable with ministry needs; part time without benefits package (15 hours per week; 0.375 FTE); reporting to Hospitality Pastor.
- Committed to supporting the core values and modeling core practices of the church.
- Will follow and live by the “Rule of Life” adopted by the SPAC staff and adhere to the policies and procedures of the Staff Handbook.
- Committed member of Sherwood Park Alliance Church or willing to work towards membership.

Please apply through our website @ www.spac.ca/careers