Refreshments / Hospitality Team Job Description

Serving warmth in a cup and kindness in every conversation ☕🍪

Position Title

Refreshments Team Member

Purpose of the Role

The Refreshments / Hospitality Team helps create a welcoming and comfortable environment by preparing and serving beverages and light refreshments before and after church services or events. Team members use hospitality as ministry by helping people feel relaxed, connected, and cared for.

Key Responsibilities

- Prepare and serve coffee, tea, water, and light refreshments
- Set up and clean refreshment stations before and after services
- Ensure supplies are stocked and organized
- Maintain cleanliness and food safety standards
- Greet and interact warmly with guests and church members
- Assist with hospitality needs during special events or gatherings
- Monitor refreshment areas to keep them inviting and tidy
- Be in attendance at the refreshment area before and after the service
- Work cooperatively with other hospitality and welcome team members

Desired Qualities

- Friendly and hospitable attitude
- Dependable and punctual
- Team-oriented mindset
- Ability to serve with joy and attentiveness
- Good organizational and cleanliness habits
- Willingness to engage with guests in a warm and welcoming manner

Requirements

- Commitment to the mission and values of the church
- Ability to arrive early for setup and stay after services for clean-up
- Completion of any required volunteer training

Time Commitment

- Typically serves during weekend services, and special events
- Expected arrival: 30 to 45 minutes before service start time
- Service schedule may rotate weekly or monthly

Reporting To

- Hospitality Team Leader
- Church Wardens
- Church Leader

Mission Statement Example

“Our Refreshments Team creates spaces for connection and community by serving others with warmth, excellence, and hospitality.”