



VOLUNTEER POSITION DESCRIPTION

TEAM/TASK: KITCHEN ANGELS (Hospitality Team)

TEAM LEAD: Bonnie Cartwright

bonniekay68@gmail.com 978-609-1048

TIME COMMITMENT/FREQUENCY/DURATION:

Typically, one Sunday per month, before or after 1st or 2nd service.
(See the individual postings below.)

SKILL(S) REQUIRED:

- Attention to detail (paying attention and remembering where items are stored).
- Friendly, outgoing, team-oriented, and able to work and move around in an often busy, noisy room (putting out food, occasionally cutting and serve cake or refilling food and drinks, removing empty platters, etc.)
- Able to follow instructions – both verbal and from written/photo instructions
- Dependable! This is important.

POSITION EXPECTATIONS:

COFFEE SETUP ANGELS: (one Sun per month 8:30-9:30 AM or come at 8:15 AM if you wish to be done in time to attend 1st service) Set-up angels brew and fill the thermoses of regular coffee, plus the carafes of decaf coffee; they also put out the carafes of hot water for tea. They set the coffee table and the counter with all the needed supplies (warmers, stirrers, napkins, sugar, creamer, etc.) Cookies are plated (for both services) and the *Love Offering Jar* is set out.

COFFEE CLEAN-UP ANGELS: (one Sun per month approx. 12:30-1:00 PM) Clean-up Angels clear the coffee table and the counters, making sure everything is washed, dried, and put away – basically leaving the kitchen the way you found it, if not better! Also, the money in the *Love Offering Jar* is counted, recorded on a collection report, and placed in an envelope in the drop safe.

TRAINING: All Kitchen Angels are trained by Bonnie and there are also checklists available in the event Bonnie is not present.