



Purpose of Role

This team work together to organise food provision, set up, service of food and cleanup of the Ministry Centre for a variety of ministries or special OEC one-off events (congregational or all OEC). For example, supporting supper for Simply Christianity or Jesus Club, or coordinating hospitality for a Marriage Enrichment day or carols service. This team does not serve Adrenalites dinners.

The role in practice

For some ministries, the role simply involves purchasing/preparing the food/drink and delivery to the Ministry Centre, and/or clean up after an event.

For others, an event hospitality team is gathered which has a team leader. The role could involve:

- Plan the event including food/drink requirements, service plan and people required.
- Approve the plan with the OEC Administrator.
- Purchase/prepare the food/drink/equipment.
- Set up the event including the serving areas.
- Prepare, serve and supervise the distribution of food and drinks.
- Clean up afterwards.
- Finalise payments with the OEC Administrator.

Post-event clean up might include:

- Check the rooms used and place lost property in box.
- Ensure rubbish is put in the inside bins.
- Empty indoor bins into the outside red bin.
- Wipe down white tables, fold and stack in corners of breakout space.
- Wipe down chairs (if required) and return most to chair store.
- Wipe down tables in kids church rooms (if used).
- Vacuum breakout space and foyer, and any other rooms used.



OEC Special Events

- Check bathrooms for unreasonable mess and notify OEC Administrator of any issues.

Required training

- Become familiar with cleaning checklist
- Highly recommended: Complete the online NSW Food Authority “*Food handler basics*” training (approximately 1 hour) and provide completion certificate to the OEC office.

Commitment

- One-off events.

What will happen next?

You will be contacted for each ministry/event to determine availability.