



**SKYLINE**  
C H U R C H

Helping people find and follow  
Jesus seven days a week.

**Position: Events/Catering Assistant**

**Location: La Mesa Campus**

**Attendance: 7,000**

## **THE ROLE**

We are looking for a versatile and well-organized Events/Catering Assistant to join our current food services department. Your duties will include planning menus, organizing details such as rooms/space, set up/schematics with our facilities team, work with volunteers for event service needs, and assist with clean up.

## **RESPONSIBILITIES**

### **Modeling Biblical Principals**

The Events/Catering Assistant is responsible for upholding Biblical priorities and core values of Skyline Church. They should represent a growing personal relationship with Christ. The Events/Catering Assistant models a strong relationship with his or her spouse (if married) and children (if applicable). The Events/Catering Assistant strives to fulfill his or her purpose while demonstrating integrity in words, relationships, and actions. These objectives are accomplished by:

- Committing to a daily quiet time with God.
- Setting appropriate boundaries to protect character and integrity.
- Developing personal evangelism opportunities with your Oikos outside the church.
- Supporting the ministries of Skyline Church by faithfully giving at least 10% of gross income.
- Adhering to and encompassing the qualities and characteristics required of Skyline Church employees, as defined by the Staff Handbook and Core Identity Book.
- Lead with a servant's heart, demonstrate genuine care and concern while acting with humility and integrity when encouraging the efforts of all team members (1 Peter 5:1-4).

### **Catering Duties**

- Work directly with Skyline teams to meet their catering requirements (this may include pick up, set up and breakdown/clean up).
- Determining specific department/event needs and proposing catering options.
- Prepare catering order forms for clear communication of needs and services.
- Monitor the availability of catering stock and supplies and order replenishments.
- Work directly with the facilities team to ensure events begin and end with clear direction.

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## RESPONSIBILITIES (CONTINUED)

### Event Requirements

- Welcoming guests and clients.
- Effectively communicate with all guests and staff in a friendly, courteous, and timely manner.
- Help to organize and coordinate an event timeline, ensuring that the service runs smoothly and efficiently.
- Help coordinate and oversee decor set-up and breakdown.
- Liaising with vendors and external suppliers.
- Assisting management with food and decor budget and managing finances.
- Maintain high personal grooming standards and professional demeanor.

## JOB REQUIREMENTS

### Qualifications

- Must be available early morning, evening and weekend shifts for catering and events.
- Must be comfortable working shifts during our holiday events.
- Experience in food service a plus. Will need all food handlers training courses (Skyline to provide if needed).
- Catering and events experience a plus. A love for Catering and Events a must.
- Ability to create excellence within budgets.
- Ability to coordinate catering requirements with Skyline teams, local restaurants, and catering suppliers.
- Experience with administrative skills such as writing P.O.s, ordering supplies, purchasing and supply pick-ups.
- Excellent interpersonal and communication skills.

### Physical Requirements

- Able to lift or move up to 20lbs.
- Able to withstand long periods of standing or walking.

## TO APPLY

Please submit resume to Jessica Odanga via email: [jodanga@skylinechurch.org](mailto:jodanga@skylinechurch.org)  
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