



## Director of Food Service / Chef

<b>Job Type:</b>	Part-Time/Full-Time
<b>FLSA Status:</b>	Non-Exempt
<b>Hours per Week:</b>	30-35 hours per week; flexible based on weekly events
<b>Reports To:</b>	Executive Director

### PURPOSE

Responsible for the coordination, ordering, preparation, financial administration, customer satisfaction, quality control, and execution for all food-related functions of Asbury United Methodist Church. Ensure that the Food Service Ministry fulfills its purpose to support and enhance the various ministries of the church in the spirit of encouraging church fellowship, discipleship, and overall ministry participation, by providing quality meals and services performed with excellence and value.

### STRENGTHS & SKILLS

Experience in Food Service oversight and management, food preparation, and service.

Event Planning experience is desired.

Exceptional organizational skills and attention to detail; creative; exceptional relational skills; effective time management; good judgement.

### RESPONSIBILITIES

#### 1. FOOD SERVICE AND SUPERVISION:

- a. Recruit, train, schedule, and supervise all food service volunteers. Always ensure professional demeanor and attire.
- b. Responsible for all activities where food is involved (Weekly meals, receptions, banquets, luncheons, and other special events, etc.)
- c. Develop creative, appealing, "family friendly", nutritious, and cost-effective menus, all within an excellence-oriented atmosphere.
- d. Coordinate with other staff members, as appropriate, to ensure proper planning, setup, staff and volunteer scheduling, and preparation for church events involving food service.
- e. Purchase food and assist in the planning for all scheduled meals, snacks, and social functions as requested.
- f. Take the lead role in food preparation. Supervise all cooking operations, ensure proper methods of preparation, and determine appropriate portioning standards. Ensure that all food is prepared in an economical and technically correct manner.
- g. Serve as liaison to third-party Caterers as needed.
- h. Assist in serving line area and/or dining room as needed.
- i. Look for ways to provide enhanced ministry support, as the principal food provider for all ministry functions and food service needs. Be a partner to and mainline support for the food service component for all of the various ministry area programs and events.

#### 2. ADMINISTRATION AND SAFETY:

- a. Responsible for maintaining a clean and orderly kitchen and storage area.

- b. Ensure that all equipment and supplies are maintained in good order, ensuring a high standard of sanitation and cleanliness for all equipment, cooking utensils, dishes, glasses, silverware, etc.
- c. Facilitate training programs for staff and volunteers regarding proper food handling, preparation, serving and storage, in order to assure compliance with appropriate health regulations and sanitation guidelines. Always maintain clean work areas, storage bins, etc.
- d. Check the buffet food service line for proper setup, cleanliness, and appearance for all events.
- e. Conduct a monthly inventory of all meats, produce, dry goods, etc. Place orders for food and supplies in order to maintain appropriate levels of inventory.
- f. Procure equipment as needed, subject to Executive Director's approval.
- g. Coordinate with the Facilities Team regarding event setup requests, laundering of linens, and issues involving the repair & maintenance of kitchen equipment. Conduct at least a quarterly inventory and inspection of equipment.
- h. Prepare appropriate menu displays and "marketing" materials, and ensure that menus are advertised appropriately in the church's regular weekly publications, website, etc.
- i. Provide appropriate documentation to the requesting ministries regarding menu options and pricing for all ministry events. Also provide monthly food service cost allocations worksheet to the financial department in a timely manner each month.
- j. Prepare check requisitions for food and supplies purchases and submit to Finance department, and reconcile to shipments received and invoice documentation.
- k. Recruit and train volunteers for all aspects of Food Service. This includes, but is not limited to, money collection, event setup/breakdown, plating, serving, food prep, kitchen cleaning, etc.
- l. Recommend an annual Food Service Operating Budget.

### 3. GENERAL

- a. Establish Food Service Ministry goals and objectives by coordinating with the Executive Director to prioritize projects, manage the use of facilities, plan budgets, and evaluate progress regularly.
- b. Recommend food service policies and procedures, and coordinate with the Executive Director in order to finalize, approve, and implement as appropriate. Policy and procedure guidelines may cover such topics as:
  - i. Scheduling of Food Services
  - ii. Kitchen use by outside caterers (if any)
  - iii. Financial administration, cost tracking, and budgeting
  - iv. Surplus meals
  - v. Cleaning and food handling requirements
  - vi. Improved forms and procedures for quoting and documenting each food service job, including event timing, agreed-upon menu choices, per-plate costs, etc.
  - vii. Other topics as required.
- c. Participate in staff and leadership development opportunities, as approved by the Executive Director, in order to grow professionally and learn from the experiences of others.
- d. Attend weekly one-on-one meetings with your supervisor, weekly staff meetings, and other all-staff meetings.
- e. Perform other duties as assigned by the Executive Director.
- f. Ability to perform general physical labor, including significant standing, walking, and lifting of bulk items, etc.