

FOOD SERVICE COORDINATOR

KSC Ministries Job Description - Part Time Position

June 2011

updated 1/15/2019

PURPOSE:

Coordinate the planning and preparing of meal activities of the church which includes but are not limited to: Wednesday evening meals, funeral reception refreshments/meals, church fund raiser meals, TableTalk, Celebrate Recovery, and other special event meals.

DUTIES / RESPONSIBILITIES:

- Plan, order food and oversee activities for Wednesday evening meals, TableTalk, Celebrate Recovery, and other meal events as needed.
- Recruit and schedule meal volunteers (cooks, servers, clean up, etc.) for Wednesday evening, TableTalk, Celebrate Recovery, and other meal events as needed.
- Oversee and coordinate meal preparation for funerals, special events, etc. as required.
- Recruit and equip team(s) of volunteers for funeral meals.
- Be the main food preparer as needed.
- Maintain organization of and cleanliness of kitchen and order kitchen supplies.
- Ensure compliance with food, health, and safety regulations.
- Maintain current ServSafe Certification.
- Oversee a thorough yearly cleaning of kitchen with the assistance of custodial staff.

QUALIFICATIONS:

- Ability to plan, prepare and cook meals for a large number of people.
- Ability to recruit volunteers and coordinate their service schedules.
- Knowledge of kitchen and meal preparation and planning for large gatherings.
- Have a current ServSafe Certification.
- Continually seeking a growing relationship with Jesus Christ.
- In agreement with and will adhere to the Governing Documents of the United Brethren in Christ denomination.

ACCOUNTABILITY: This position will report to the Business Manager and is accountable to the KSC Board of Administration.

This is a part-time position, paid hourly.