



JOB DESCRIPTION | FOODSERVICE COORDINATOR

MINISTRY PURPOSE

The Wayside Foodservice Coordinator helps provide opportunities for the church to engage in community through the operation of Hebrews Café, and by providing limited foodservice support to ministries as needed throughout the year.

JOB CLASSIFICATION

The Foodservice Coordinator is responsible for duties associated with the administration and coordination of the foodservice operation of the church. This position is a part-time hourly non-exempt position running Hebrews Café on Sunday mornings and additional hours for approved events up to 20 hours per week. The Foodservice Coordinator reports to the Executive Director and supervises all paid or volunteer workers in foodservice operations.

PERSONAL EXPECTATIONS

- Evidences a lifestyle of a growing relationship with Jesus Christ.
- Possesses a willingness to learn and has the flexibility and self-motivation to acquire new skills as needed.
- Demonstrates excellent interpersonal skills, cordial and professional conduct, and a caring attitude toward others, while at the same time being able to stay on task.
- Demonstrates exceptional organizational and time management skills
- Demonstrates the ability to take direction.
- Exercises discretion by refraining from indiscriminately sharing confidential or private information.
- Exhibits timely attendance with ability to vary schedule when needed.
- Demonstrates standards of personal interaction and conduct as stated in the *Wayside Chapel Personnel Policy Handbook* (1.2 Code of Ethics for Wayside Team Members; 8.1 Personal Behavior of Employees).

JOB SKILLS & REQUIREMENTS

- The Foodservice Coordinator must be able to stand for up to 4 hours at a time, must be able to lift 20 pounds, and must be able to supervise volunteers and paid staff.
- A high school diploma or GED is required along with 1 to 2 years of previous foodservice experience. A certification in Foodservice Management is preferred.
- Ability to maintain reasonable, expected work load within the designated hours.
- Ability to spend time standing, stooping, or bending in the course of standard work.

DUTIES AND RESPONSIBILITIES

- Operate Hebrews Café on Sunday mornings throughout the year.
- Order food for church events on a limited basis, as needed.
- Order and maintain adequate levels of kitchen supplies.
- Insure that all receipts are turned in to the Finance Director and that all items are charged to the appropriate accounts.
- Have knowledge and ability to work and maintain all kitchen equipment (machines, utensils, linens, and cutlery).
- Maintain inventory of kitchen small wares equipment and maintain accurate records, maintenance, and warranties on all equipment.
- Store and organize food products.
- Maintain a Foodservice operating budget.
- Maintain detailed records of all purchases and prepare a cost per meal analysis for all functions.
- Assist funeral reception teams as needed.
- Enforce a high standard of cleanliness and sanitation in the operation of the kitchen and maintain the required top rating in compliance with local health and sanitation laws.