

First Baptist Church Joelton

Position Title: Food Service Director

Status: Part-time, hourly (20-25 hours ave. per week), no benefits

Reports to: Minister of Administration; Personnel Committee

Principal Function

This person serves as the director for the church kitchen, and oversees the planning, preparing, and servicing of all scheduled meals and ministry group functions.

Qualification Requirements

The Food Service Director must be trained in how to use commercial kitchen equipment and possess a knowledge of food safety and sanitation guidelines and methods as defined by the Tennessee Department of Health and the Metro Public Health Department. This position requires creativity in planning a rotating menu. A love for good food and the knowledge of how to prepare scratch-type meals is preferred. ServSafe certification is also preferred.

Responsibilities

1. Oversees the planning, preparing and serving all meals including Shut-In Meals, Family Fellowship Café (Wednesday Night meals), and functions for which the church kitchen is requested. *During the preparation of the Wednesday night meal, prepare enough additional meals that can be used for Thursday's Shut-in Meals.
2. Maintains an inventory of food in the kitchen and purchases/orders food and supplies.
3. Maintains an inventory of all kitchen equipment, including pots, pans, dishes, serving and cooking utensils and flatware; replaces as needed.
4. Supervises preparation and serving of food as well as clean up after meals.
5. Recruits, trains, and supervises all kitchen volunteers.
6. Schedules and facilitates meetings regarding food safety and sanitation methods with all kitchen volunteers.
7. Works with the Facilities Manager and Custodial team to keep all kitchen areas and equipment clean to meet standards set by the Tennessee Department of Health and Metro Public Health Department.
8. Works with the Facilities Manager and Custodial service regarding set up and take down of tables and chairs and room arrangements for all meals/functions.
9. Perform other duties as assigned by Minister of Administration.

Below is a non-exhaustive list of meals/functions requiring the services of the Food Service Director. Some of these meals/functions would be additional paid hours performed, outside the scope of regular weekly schedule.

- Shut-In Meals (Weekly, Tuesday and Thursday mornings)
- Family Fellowship Café (Weekly, Wednesday evenings with some holiday exceptions)
- Deacon/Staff Ordination receptions (January, when scheduled)
- Purchase Upward Concessions food
- Youth Spaghetti Luncheon (February, Sunday morning)
- Graduation Luncheon (May, Sunday morning)
- First Grade Bible Luncheon (September, Sunday morning)
- Worship Arts Thanksgiving Luncheon (November, Sunday morning)
- Senior Adult Christmas Luncheon (December, Saturday morning)
- First Step Meals for New Members (twice a year, Sunday morning)

As Scheduled:

- Leadership Meals
- DiscipleNow Weekend
- Conferences