

Minister of Food Services

Principal Function

The minister of food services is responsible to the Church, supervised by the Pastor/Sr. Assoc. Pastor for providing all aspects of food and kitchen supply needs purchasing, ordering, storing, preparing, serving and hospitality program. This involves assisting church program leaders in planning, conducting and evaluating a comprehensive ministry of church service in support of the mission and objectives of the church.

Responsibilities

1. Prepare budget as directed, keep detailed records and determine costs to maintain budget.
2. Plan menus.
3. Design an effective church kitchen. (Support programs, encourage fellowship, foster involvement such as using volunteers or students, develop spiritually, and plan for different situations).
4. Order, inventory and estimate food needs.
5. Prepare and cook foods.
6. Schedule the delivery of fresh food and supplies.
7. Inspect and ensure the quality of fresh meat, poultry, fish, fruits, vegetables, and baked goods to ensure that expectations are met
8. Receive deliveries and check the contents against order records
9. Plan for and carry out or delegate routine services such as linen services or the cleaning of kitchen, dining room and all associated equipment.
10. Arrange for equipment maintenance, repairs and other associated care to ensure all equipment is in good working condition.
11. Coordinate such services as waste removal and pest control
12. Enlist personnel as directed by Pastor/Sr. Associate Pastor
13. Meet with representatives from restaurant supply companies
14. Place orders to replenish stocks of tableware, linens, paper products, cleaning supplies, cooking utensils, furniture fixtures, etc.
15. Ensure that dinners are served properly and in a timely manner
16. Direct the cleaning of the dining areas and the washing of tableware, kitchen utensils, and equipment to comply with company and government sanitation standards.
17. Ensure all health and safety standard regulations are met.
18. Determine serving methods.
19. Ensure proper sanitation, ventilation, aesthetics, convenience, etc. for an appealing dining experience.
20. Also monitor the actions of their staff, students, visitors and patrons on a continual basis to ensure the personal safety of everyone.
21. Monitor staff and students in training
22. Maintain all food service records
23. Develop policies for proper operation.
24. Organize and use space efficiently.
25. Monitor and control (daily) the expenses against budget set forth by Minister of Operations
26. Perform other duties as assigned by the Pastor/Sr. Associate Pastor.

Directly or through delegation maintain adequate records on the administration and fiscal operation of the agency.

Each staff member shall conduct himself or herself in a manner that will teach by example the Christian way of life.