

JOB TITLE: Director of Food Ministry

DEPARTMENT: Administration

REPORTS TO: Administrator

JOB SUMMARY: The Director of Food Ministry for Nazareth Evangelical Lutheran Church will be committed to serving Christ by serving others. The Director of Food Ministry coordinates food hospitality services at NELC, seeking to serve guests, staff and members alike. This position will adhere to Nazareth Lutheran Church's performance expectations and performs all defined services and other related duties in accordance with the mission, vision and values of the church.

PREREQUISITE QUALIFICATIONS:

- Education: Bachelor's degree preferred
- Experience:
 - A minimum two years supervisory and food service experience
- Skills, Knowledge, and Abilities:
 - Working knowledge of Word Office software, Excel, and Gmail
 - Ability to communicate well to staff and volunteers
 - Ability to interact well with people of diverse backgrounds
 - Strong team building skills and conflict resolution
 - Ability to work with a large degree of independence
 - Ability to convey positive image and build positive relationships with others
 - Ability to write concisely
- Physical Demands:
 - Light to medium physical demands with infrequent lifting up to 50 lbs.
 - Moderate deviation of wrist and pinching with extensive hand/wrist repetitions
 - Requires frequent fine motor skills
 - Frequent standing, walking, sitting and in constant motion

DUTIES, TASKS, RESPONSIBILITIES:

- Models and teaches the concept of hospitality within NELC food services:
- Represents NELC in providing customer service to both internal and external publics
- Anticipates potential problems and helps to resolve issues
- Helps to schedule/coordinate meetings and events involving food service
- Is present at food ministry events as needed
- Oversees Food Ministry Program
- Plans menus for all meals served at NELC, working with assigned coordinators for each event
- Assigns and directs staff and volunteers to streamline, simplify and accomplish food production
- Monitors and controls expenses using menu as tool
- Monitors and orders supplies and food using excellent stewardship principles

- Monitors and maintains kitchen cleanliness
- Recruits, trains and supports kitchen volunteers
- Works with custodial staff to assure room set-up appropriately
- Maintains Records and Orders Food and Supplies
- Updates food items and pricing
- Maintains menu and recipes
- Prepares cost reports
- Executes management and assigns as needed, duties associated with inventory, purchasing, and storage of food supplies
- Monitors processes that assure a safe, sanitary environment
- Inspects all areas for proper holding of foods and supplies
- Assures required documentation, i.e. temperature logs, cleaning checklists are maintained
- Monitors and maintains equipment in good working order
- Maintains sterile environment and equipment
- Prepares food according to guidelines
- Measures and assembles ingredients according to recipes
- Prepares quantities of food according to production records/communication
- Demonstrates knowledge of food preparation principles
- Labels foods completely and clearly
- Tests foods to ensure high quality and appropriate temperature
- Scales recipes
- Demonstrates knowledge of and compliance with safety and sanitation regulations
- Follows storage and leftover guidelines
- Wears apron and hair covering/net
- Washes hands to prevent food contamination/cross-contamination
- Takes food temperatures to ensure foods are at acceptable levels throughout preparation stages
- Documents temperatures on logs prior to service
- Operates, cleans and sanitizes equipment
- Sanitizes work surfaces at the beginning of work and in between tasks
- Cleans and sanitizes equipment after each use
- Uses equipment for food preparation as directed by the recipe
- Assures that Kitchen functions are staffed and effectively carried out as agreed upon
- Meets with event contact person to schedule and plan events, taking into account the special requests and needs of the requesting individual or group
- Relays information for inclusion on NELC calendar of events
- Coordinates post-funeral luncheons and recruits volunteers to prepare and serve meals
- Coordinates and recruits volunteers for Sunday morning food hospitality including Grounds Up Coffee Shop
- Oversees and supports paid kitchen staff

I. Oversees Good Samaritan Fund & Food Pantry

- Orders food and distributes to clients scheduled through Love INC.
- Coordinates and Schedules Food Pantry Volunteers.
- Packs food boxes & Essentials.
- Keep pantry stocked, organized and tidy.
- Prepares and sends reports to NEI Food Bank monthly.
- Serves as main contact person for Love INC.
- Visits with and willing to pray with clients.
- Makes referrals to appropriate organization programs, based on member/client needs.
- Attend meetings at Food Bank & Love INC as needed.
- Keeps records of appointments by month.
- Approves the distribution of the Good Samaritan Funds.

H. Adheres to all safety policies and procedures

- Maintains a safe working environment and practices safe working habits
- Knows and can demonstrate emergency procedures for fire disaster, tornado, and other emergency situations

Ministry Purpose

The (Position) adheres to NELC's performance expectations as outlined in the NELC Employee Handbook and performs all defined services and other related duties in accordance with the Confession of Faith and with the mission, vision, and values of the church described in the NELC By-Laws.

Safety

- Adhere to all safety policies and procedures.
- Maintain a safe working environment and practice safe working habits.
- Know and can demonstrate emergency procedures for fire disaster, tornado, and other emergency situations.

Spiritual

- Seek to be a role model in attitude, speech, and actions in a consistent daily walk with Jesus Christ.
- Strive to show by example the importance of the spiritual disciplines of worship, Scripture memorization, Bible study, prayer, witnessing, and Christian fellowship.
- Understand and agree with NELC's Confession of Faith, Speaking the Truth in Love document, and mission.

Qualifications

- Have a personal relationship with Jesus Christ.
- Be committed to furthering NELC's mission as a faith-based ministry.
- Agree to uphold the Confession of Faith as described in the NELC By-Laws.
- Be willing to submit to and honor the standards and expectations outlined in the NELC Employee Handbook.

MISSION

Living together in God's amazing grace, we invite all people to know Christ, grow in Christ and make Christ known.

VISION

"Getting our Hands Dirty for the Cause of Christ!"

VALUES

Responsiveness

Holy Discontent

Leading Beyond our Walls

Relationships

NOTE: This job description is not intended to be all-inclusive. Employee may perform other related duties to meet the ongoing needs of the organization.

Job Type: Full-time

Salary: \$45,000.00 - \$50,000.00 per year

Benefits:

- 401(k)
- Dental insurance
- Flexible schedule
- Flexible spending account
- Health insurance
- Health savings account
- Life insurance
- Paid time off
- Parental leave
- Professional development assistance
- Retirement plan
- Vision insurance

Schedule

- Evening shift
- Monday to Friday
- Weekends as needed