

## **Food Ministry Coordinator**

**JOB SUMMARY:** The Food Ministry Coordinator for Nazareth Evangelical Lutheran Church (NELC) will be committed to serving Christ by serving others. The Food Ministry Coordinator coordinates food hospitality services at NELC, seeking to serve guests, staff, and members alike. This position will adhere to NELC's performance expectations and will perform all defined services and other related duties as assigned in accordance with the mission and Confession of Faith of NELC.

### **Ministry Purpose Statement**

The Food Ministry Coordinator 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 mission of the church and Confession of Faith described in the NELC By-Laws. (See page 4)

### **Spiritual Qualifications**

- Have a personal relationship with Jesus Christ.
- 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 and mission.

### **Prerequisite Qualifications**

- 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.
- Bachelor's degree preferred
- Working knowledge of Microsoft Word and Excel
- Working knowledge of Google Suites 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, and in constant motion

### **Duties, Tasks, Responsibilities**

- Model and teach the concept of hospitality to all we serve.
- Represent NELC in providing customer service to both internal and external publics.
- Anticipate potential problems and help to resolve issues.
- Help to schedule/coordinate meetings and events involving food service
- Is present at food ministry events as needed
- Oversee Food Ministry Program
- Plan menus for all meals served at NELC, working with assigned coordinators for each event
- Assign and directs staff and volunteers to streamline, simplify and accomplish food production
- Monitor and control expenses using menu as tool
- Monitor and order supplies and food using excellent stewardship principles
- Monitor and maintain kitchen cleanliness
- Recruit, train, and support kitchen volunteers
- Work with custodial staff to assure room set-up appropriately
- Maintain records and orders food and supplies
- Update food items and pricing
- Maintain menu and recipes
- Prepare cost reports
- Execute management and assigns as needed, duties associated with inventory, purchasing, and storage of food supplies
- Monitor processes that assure a safe, sanitary environment
- Inspect all areas for proper holding of foods and supplies
- Assure required documentation, i.e. temperature logs, cleaning checklists are maintained
- Monitor and maintain equipment in good working order
- Maintain sterile environment and equipment
- Prepare food according to guidelines
- Measure and assemble ingredients according to recipes
- Prepare quantities of food according to production records/communication
- Demonstrate knowledge of food preparation principles
- Label foods completely and clearly

- Test foods to ensure high quality and appropriate temperature
- Scale recipes
- Demonstrate knowledge of and compliance with safety and sanitation regulations
- Follow storage and leftover guidelines
- Wear apron and hair covering/net
- Wash hands to prevent food contamination/cross-contamination
- Take food temperatures to ensure foods are at acceptable levels throughout preparation stages
- Document temperatures on logs prior to service
- Operate, clean, and sanitize equipment
- Sanitize work surfaces at the beginning of work and in between tasks
- Clean and sanitize equipment after each use
- Use equipment for food preparation as directed by the recipe
- Assure that Kitchen functions are staffed and effectively carried out as agreed upon
- Meet with event contact person to schedule and plan events, taking into account the special requests and needs of the requesting individual or group
- Relay information for inclusion on NELC calendar of events
- Coordinate post-funeral luncheons and recruit volunteers to prepare and serve meals
- Coordinate and recruit volunteers for Sunday morning food hospitality including
- Coordinate and recruit volunteers for the Grounds Up Coffee Shop
- Oversee and support paid kitchen staff
- Attend weekly Tuesday morning NELC staff meetings

### **Safety Guidelines**

- 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.

### **Schedule**

Flexible depending on need and occasion for food prep

Some evenings and weekends required

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.

**Mission of Nazareth Evangelical Lutheran Church:**

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

**Nazareth Evangelical Lutheran Church Confession of Faith:**

This congregation accepts all the canonical books of the Old and New Testaments as a whole and in all their parts as the divinely inspired, revealed, and inerrant Word of God and submits to this as the only infallible authority in all matters of faith and life.