

Bon Air Baptist Church
A Place to Belong...A Place to Become

Job Description: Food Service Director
Non-Exempt, On-Demand Part-time average 25-29 hours/week

Immediate Supervisor: Administrative Manager

Location: 2531 Buford Road.

Principal Functions: To lead in the areas of church hospitality and food service ministry.

Responsibilities:

- Coordinate, cook and work for food service functions in weeks where there is a meal scheduled for Wednesday night dinners. It may include special events such as wedding receptions, funeral receptions, other church events, depending on the hours available, and some non-church events (to be approved by the supervisor before being accepted).
- Wednesday dinners are provided September to the middle of June. Regular hours are not available during the summertime.
- Recruit, and provide training, direction, and positive leadership to the food service staff/volunteers.
- Work with administrative staff to pull weekly reservations names for number of meals and provide list for volunteers.
- Cultivate, coordinate, and encourage volunteers to promote hospitality and kindness.
- Maintain the kitchen in a clean and orderly manner and ensure the required health permits.
- Create monthly menus to be publicized on the website and reservation form.
- Work with Communications Director in creating graphics for the publicizing of Wednesday night dinners and monthly Tuesday PrimeTimers luncheon.
- Order materials for meals and equipment for the kitchen in a timely and efficient manner.
- Prepare vendor invoices for payment, prepare accounts receivable invoices for payment from other ministries, and process credit card receipts in accordance to finance standards.
- Prepare an annual budget.
- Control costs while ensuring excellence in food service.
- Meet with supervisor and finance regularly to stay within expenses and budgets.
- Attending weekly/monthly staff meetings, as directed by supervisor.
- Work with the leadership of the Food Service Team in developing the policies and practices that guide the church's food service ministry.
- Understand, embrace, and implement Emotionally Healthy Spirituality/Relationships as created by Peter Scazzero.
- Perform other duties as requested by the supervisor.

Qualifications:

- ServeSafe Certification
- At least 2 years prior experience working in a commercial kitchen.
- Experience ordering food with large suppliers.
- Experience in Microsoft Excel, Outlook, and Word.
- Experience leading and working with volunteers or a staff a plus.
- Driver's License
- Ability to pass background and credit checks.
- Ability to stand for extended periods, walk, bend, push, pull, and lift to 40 lbs.

Email resumes to Sharon McCauley, HR Generalist,
jobs@bonairbaptist.org