

Food Services Manager
Clarendon United Methodist Church
Job Description (Effective Oct 20, 2024)

Status: Part-time, 10-15 hours per week

Pay: \$24-26.00 per hour (~ \$15,00 per year)

FLSA: Non-exempt

Reports to: Senior Pastor

Works closely with: all staff, volunteer teams, cleaning service, Leadership Board representatives

Overview:

At Clarendon United Methodist Church, we're on a mission to embrace all, share Christ, and serve others. The Food Services Manager provides a valuable service of providing and coordinating meals and refreshments for church events as part of our mission. The Food Services Manager is responsible for leading a team of hospitable and service-oriented kitchen volunteers.

Physical Requirements:

- Ability to stand and/or walk for prolonged periods of time
- Ability to lift and carry up to 35 pounds for short periods of time
- Ability to read printed materials and a computer screen
- Ability to communicate in person and over the telephone

Essential Tasks:

- Provide preparation, set up, food service, and breakdown for special events and activities, including Sunday weekly coffee hour, weekly youth dinners, and occasional special dinners, banquets, receptions, etc.
- Lead and support the volunteer team for a variety of events
- Ensure food preparation and service are performed within ServSafe guidelines for prevention of foodborne illness
- Promote safety and infection control policies and procedures (i.e. proper hand washing, gloves, wet floor signs, etc.)
- Direct staff and volunteers to ensure proper cleaning and sanitation of all kitchen, fellowship hall, and storage areas and surfaces
- Maintain accurate expense records and follow Clarendon UMC accounting procedures for food service purchasing and budgeting
- Ensure proper operation, organization, and upkeep of functional kitchen appliances and equipment
- Coordinate with Little Beginnings child development center (leases space at CUMC) regarding the proper use, upkeep, and cleaning of kitchen and other food service areas they utilize.
- Perform inventory management and control, and oversee ordering and coordination of food service purchases
- Coordinate with Pastors, church staff, and volunteers to plan and execute welcoming events
- Coordinate food service details for events scheduled by the church to help ensure events are run effectively and efficiently.
- Engage food trucks, local farms, and other food service organizations
- Brainstorm ideas to enhance the refreshment and meal experiences

Core Competencies:

- Commitment to and alignment with the church's mission and values
- Ability to communicate effectively with church leadership, volunteers, members, and guests
- Experience leading a team
- Well-organized
- ServSafe training experience preferred