

## UCFM Director of Food Service

The Director of Food Service will minister to the church family and guests by directing the planning, preparing, and serving of healthy and tasty meals and snack for most church events such as, conferences, seminars, meetings, funerals, and all other events requiring food and refreshments.

<b>Ministry Area/Department</b>	Administration
<b>Position</b>	Food Service Director
<b>Accountable To</b>	Pastor/Administration Area Director
<b>Ministry Target</b>	Congregation and community
<b>Position Is</b>	Stipend
<b>Position May Be Filled By</b>	Church member
<b>Minimum Maturity Level</b>	Stable, maturing Christian, tither
<b>Spiritual Gifts</b>	Servanthood, knowledge, helps, and administration.
<b>Talents or Abilities Desired</b>	Excellent communication skills both verbal and written. Good with people management and ability to manage budgets well. Good planning skills. Work well under pressure.
<b>Best Personality Traits</b>	Dependable - Friendly – Professional - Neat – Organized - Cleanliness
<b>Passion For</b>	Serving, Cooking and meal prep.
<b>Length of Service Commitment</b>	One year minimum

### Anticipated Time Commitments

1. Doing ministry/preparing for ministry: 5 – 10 hours per week
2. Participating in meetings/training:

### Responsibilities/Duties

1. Work closely with Events Planner and church staff/committees in planning menus for various events.
2. Recommend food service and set up need for events requiring food and refreshments.
3. Assure the cleanliness and proper function of the kitchen and equipment.
4. Maintain and communicate kitchen staffing schedule with the Events Planner.
5. Direct the duties of kitchen staff and volunteers.
6. Prepare/order and serve meals.
7. Maintains and keeps a record of all kitchen inventory usage.
8. Develop and maintain a written log of food quantities per number of people to develop a reasonable awareness of how much food is needed for functions.
9. Work with office and custodial staff regarding scheduling events, kitchen services room usage and arrangement, and support staff requirements.