



Job Description

Title	Director of Food Services	Status	Full Time; exempt with benefits
Department	Operations	Reports to	Executive Director of Ministry Operations

POSITION PURPOSE

To serve the people of Hope Lutheran by overseeing all functions related to food service including meal planning, ordering food and other supplies, food preparation and serving, thereby helping the church to fulfill its mission as followers of Jesus... *“to encourage all people to know the love of Christ.”*

POSITION RESPONSIBILITIES

1. Menu Planning & Food Preparation:

- Develop creative, appetizing and cost-effective menus according to the anticipated number of people each week for Wednesday night supper, funerals and other Hope Lutheran ministry events
- Purchase kitchen supplies and food items
- Ensure food is stored, cooked and/or otherwise prepared at proper temperatures and according to safe handling regulations. Maintain health standards and ensure that safety conditions in the food cooking areas are adhered to. Properly wash utensils and vegetables to avoid food borne diseases.
- Prepare food and follow standard cooking methods to produce a consistent product.
- Supervise kitchen staff volunteers to ensure proper food preparation, sanitation and service.
- Ensure that the kitchen and equipment are clean and well-maintained.

2. Hospitality:

- Responsible for creating a positive work environment and acting as a Christian role model in attitude, speech, and actions toward volunteers and staff.
- Promote a sense of welcoming to members and visitors of our Wednesday Night Suppers, funerals and Hope ministry events meals through dedication, friendliness and a great “people” attitude.

3. Other responsibilities:

- Attend all training sessions required
- Other duties as assigned

REQUIRED SKILLS AND ABILITIES

1. Experience planning and preparing food in quantity, as well as supervising others in food preparation and service.
2. Committed to the mission and core values of Hope Lutheran. Strong sense of faithfulness and a desire to serve others.

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Disclaimer

The above statements are intended to describe the general nature and level of work being performed by people assigned to this classification. They are not to be construed as an exhaustive list of all responsibilities, duties, and skills required of personnel so classified. All personnel may be required to perform duties outside of their normal responsibilities from time to time, as needed.

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