



## **HOSPITALITY AND FOOD SERVICES DIRECTOR**

### **Employment Status:**

Full-time, non-exempt. Approximately 30 hours/week.

Reports to Associate Pastor of Discipleship

Updated: March 28, 2025

### **How does this position “make disciples who make a difference”?**

The kitchen of Dauphin Way UMC is one of our greatest resources for both unifying our congregation and sending them out to share the good news. Meals on Wheels is one of the most beloved and impactful ministries of the church and working with this ministry is a responsibility of this position.

### **Primary Responsibilities**

#### **Meal Planning, Managing and Evaluation**

- Implementing any food and/or beverage service that is needed or required by all ministries of Dauphin Way UMC. These include but are not limited to regular daily, monthly, quarterly, and yearly events, as well as, all other special events.
- Planning menus
  - Determine recipe, buy ingredients, and prepare meal.
  - Procure outside caterers when needed.
- Setting, managing, and maintaining the budget for all meals prepared by the church.
- Invoicing all charges to appropriate ministries.
- Evaluating all aspects of every event
  - Attendance
  - Budget
  - Success/Failure
  - Improvements

#### **Preparation and Clean-up**

- Preparing all beverage carts.
- Overseeing room and table set-up.
- Overseeing clean-up of room, dishes, and silverware after all events.

#### **Resource Maintenance**

- Maintaining accurate inventories and counts.
- Providing oversight and instruction to other teams that use the church’s kitchen.
- Maintaining cleanliness of all kitchen areas and equipment.
- Meeting with Health Department for quarterly inspections and making corrections as noted on inspections.
- Providing regular recommendations for replacement or maintenance of equipment, including an annual budget request.
- Maintaining a current Manager Food Safety Certification (ServSafe).

- Ensuring all volunteers and staff obtain a Mobile County Food Handlers Card.

Team leadership

- Recruiting and training all volunteers for church events.
- Working with MOW Coordinator to manage volunteers.
- Ensuring communication about meal menus, holiday schedules, and emergency days off, happens monthly and as needed.
- Supervising daily activities of the Kitchen Assistant.
- Acts as a team-player on the church staff, assisting outside of this position's primary responsibilities when needed or as assigned.