

Church Street United Methodist Church

Proposed Job Description: Church Hostess

Ministry Overview:

This position is responsible for all food services including planning, budgeting, staffing, operating and maintaining the kitchen. All work shall comply with Hazard Analysis and Critical Control Point (HACCP) regulations, Tennessee Department of Health standards and the Church's food service policies; all day care menus shall meet the guidelines established by the Child & Adult Care Food Program (CACFP) as well as the United States Department of Agriculture (USDA) meal pattern for children. Incumbent will provide the ultimate hospitality to church members, guests, and volunteers to enhance the general ministry of the Church.

Reports to:

Program Director

Supervises:

All hourly kitchen staff including Church Day Care Cook

Requirements:

- Food service, event management, budgeting, and supervisory experience
- Knowledge of nutrition
- Basic computer skills
- Understanding of production sheets, menu planning, and portion control guidelines
- Current Serve Safe certification or equivalent
- Ability to organize individuals
- Ability to work flexible hours including evenings, Sundays, and other limited weekend work
- Punctual, neat, and organized
- Possess natural gifts of customer service

Physical requirements:

- Shall have own form of transportation,
- Shall be able to lift 40 pounds without the aid of anyone
- Shall be able to stand and have walking mobility for up to two hours

Primary responsibilities:

1. Ensure all food services practices including kitchen equipment maintenance comply with current federal, state, and local ordinances.
2. Hire and supervise kitchen staff for food preparation, service and kitchen maintenance within set budget limits.
3. Plan menus for nutritious, well-balanced, quality meals with eye appeal; maintain recipes and production sheets to support menus; ensure that all

food preparation is in accordance with recipes. Meals must meet USDA guidelines for Child Nutrition standards. Meals include daily child day care and Kay Senior Care lunches in addition to congregational lunches, suppers, receptions and parties. Quality of food must meet standards of Food Services Committee.

4. Procure food and supplies to support menu plans minimizing costs without sacrificing quality. Practice just-in-time procurement and storage to ensure the freshest food inventory possible. Procure within set budget limits.
5. Maintain organized and sanitary work areas including development and implementation of cleaning and maintenance schedule for kitchen equipment. All cleaning, except mopping, is to be carried out by the kitchen staff.
6. Facilitate soup kitchen and other volunteer food ministries working collegially with volunteers to ensure safe, efficient and hospitable service
7. Participate in planning meetings with appropriate staff or laypersons to coordinate food service.
8. Maintain inventory of and loss prevention for kitchen equipment and supplies. Initiate billing of appropriate budget accounts for supplies provided for ministry groups, committees and classes. Charge users the proportional billing for items used and provide users a copy of billing. Work with bookkeeper to ensure that billing for food services are accurate and timely.
9. Consult with planners or coordinators of wedding or other receptions. Be present or arrange for an alternate person to be present at the event. Work with outside caterers as needed.
10. Determine with Program Director and/or the Food Services Committee the cost of any meals not covered by existing Church policy.
11. Carry out other related food services duties as assigned by Program Director and/or Food Services Committee.