



Employment Qualifications: FMC
Effective Date: July 2023
Revision Date : July 2023

Church Operations Policy Section: Job Descriptions
Policy: Church Employment
Employee classification: Non-exempt

POSITION: FOOD MINISTRY COORDINATOR

Policy

Statement: It is the policy and practice of First Presbyterian Church of Marietta to enlist the professional and ministerial services of qualified people to support and further the work of God's kingdom through the church; the position job description is intentionally goal oriented and presents general ministry qualifications as well as specific goal requirements for a successful and productive employment relationship with the church staff, congregation, and local community.

The qualified candidate:

1. Acknowledges Jesus Christ as his/her personal Lord and Savior.
2. Depends fully on the Lord's wisdom and guidance by the Holy Spirit for strength in his/her daily activities.
3. Realizes that his/her attitude, dedication, and performance will potentially be witnessed or heard about by countless persons, directly or indirectly, making it critically important that Christ's church be reflected in all he/she does.
4. Senses a purpose and call by the Lord to serve His church and can/will demonstrate personal gifts to ensure job success and productivity.
5. Is skilled in all general aspects of institutional food service operations, menu planning/food preparation/presentation, focusing on healthy, nutritionally complete, well-balanced meals; has a minimum of a high school diploma/GED and post diploma/GED continuing education in institutional food service management or comparable experience.
6. Is willing to accept responsibility and accountability for work goals and anticipated results, as outlined and updated by Senior Staff and Administrative church leadership.
7. Has the ability and willingness to lead in a teamwork environment and can be tolerant of other's suggestions and approaches.
8. Has basic technology capabilities including, but not limited to, Microsoft Office software, mobile and web friendly.
9. Is interested in and capable of dealing openly, effectively, tactfully, and patiently with church personnel, church members, and the public presenting a strongly positive image of the church.
10. Is prepared for multitasking and flexibility, surviving potentially stressful moments in stride, and for the request of intermittent irregularity in working schedule.
11. Must be able to manage stress and interruptions and be coachable, highly adaptive, cooperative, and flexible; working a schedule at times that may include holidays, weekends, and evenings.



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Principal
Function:

The Food Ministry Coordinator is responsible for supporting the overall food ministry functions to provide service for the fellowship, ministry and mission of the church congregation.

Skill Requirements: Ability to plan, prepare, and deliver high quality, healthy food. Coordinate all kitchen and food service needs. Must be able to stand for long periods of time, lift heavy objects, meet deadlines, and work under pressure. Willing to obtain ServSafe certification. Comfortable talking to and greeting guests. Sensitive to the needs and feelings of others.
Ability to handle cleaning equipment and machinery. Knowledge of cleaning chemicals and supplies. Integrity. Must be able to stand for long periods of time, lift heavy objects (10lbs or more such as tables, chairs, office furniture, and similar objects), meet deadlines, and work under pressure.

Work Schedule: Part-Time, Monday – Thursday up to 30 hours week to plan, prepare, and deliver food for scheduled FPC church functions, ministries, meetings, and events and cleaning of assigned areas.

Outline of Responsibilities:

1. Supports the work of the church by being pleasant and, as much as possible, knowledgeable of worship services, events, retreats, and staff/ministry activities/events as needed to assist visitors and congregants to participate and enjoy all such church activities and events.

Food Ministry

1. Coordinates with Food Committee and Director of Fellowship & Outreach the use of the kitchen and dining facilities for all food ministry functions.
2. Provides and supports the ordering of food and supplies, meal preparation, food service, and clean-up of all meals.
3. Maintains a staff presence for food replenishment and assistance during ministry events as needed.
4. Works together with Director of Fellowship & Outreach on the selection and rotation

- of nutritional meals.
5. Supports the Food Committee Chair on all churchwide ministry food service and events.
 6. Works with church members, staff, and others on other events that might require assistance from kitchen staff.
 7. Maintains inventory using the First In, First Out model (FIFO).
 8. Reports and schedules maintenance of kitchen and food service equipment working alongside the Facilities Manager and Director of Administration.
 9. Works within the guidelines of the food ministry budget, maintaining accurate records within the guidelines set by the Finance Committee.
 10. Maintains cleanliness and health standards of the kitchen and all equipment and fixtures in accordance with established guidelines, particularly government health standards.
 11. Manages the proper disposal of all EPA regulated greases, oils, and chemicals to meet state and federal compliances.
 12. Attends all Council Staff meetings of the Fellowship & Outreach Council – typically the 2nd Tuesday of the month at 10AM.

Organizational Placement, Compensation, and Benefits:

- Direct Supervisor: Director of Fellowship and Outreach
- Staff support for the Food Committee
- Part-time, non-exempt position with applicable benefits per the current FPC Employee Handbook.

Compensation: __\$xx.xx__ as base hourly rate.

Authorized: _____ Date: _____
HR Committee Chair

_____ Date: _____
Food Committee Chair

Verified: _____ Date: _____
Director of Fellowship and Outreach

_____ Date: _____
Director of Administration

Acknowledged: _____ Date: _____
Food Ministry Coordinator

Printed Name: _____ Date: _____