



Employment Qualifications: FMC
Effective Date: June 2025
Revision Date: June 2025

Church Operations Policy Section: Job Descriptions
Policy: Church Employment

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 the guidance of the Holy Spirit for strength for his/her daily activities.
3. Realizes that his/her performance, dedication, and attitude are under the scrutiny of both mature and new Christians, as well as unbelievers. He/she must ensure that all actions honorably reflect on Christ and the church.
4. Senses a purpose and calling by the Lord to serve the church and readily exhibits gifts and talents that ensure success and productivity.
5. Is skilled in all general aspects of institutional food service operations, menu planning/food preparation/presentation, focusing on healthy (low-fat, low-sodium, low-carb), nutritionally complete, well-balanced meals and management that pertains to his/her ministry service position; has a minimum of a high school diploma/GED and post diploma/GED continuing education in institutional food service management or comparable experience.
6. Must be willing to adhere to and follow recipes accurately, converting as needed for larger groups, when required.
7. Is willing to accept performance goals for his/her area of responsibility and be accountable for expected results related to culinary quality.
8. Has the ability to work well in a team environment and is tolerant of the ideals, attitudes and actions of others.
9. Has basic technology capabilities including, but not limited to, Microsoft Office software, mobile and web friendly.
10. Can deal effectively, tactfully, and flexibly, maintaining patience with church personnel, church members and the general public by relating a positive, affirmative image of the church to all fellow employees, church membership and general public.
11. Must be able to work effectively and flexibly as a member of the Fellowship and Outreach

Team and receive direction from the Associate Pastor of Fellowship and Outreach and Council Staff team members.

12. Must be able to manage stress and interruptions and be coachable, highly adaptive, cooperative, and flexible; working an irregular schedule at times that may include holidays, weekends, and evenings.
13. Must be able to stand for long periods of time, lift heavy objects (including tables, chairs, and large quantities of groceries), meet deadlines, and work under pressure.



Position Description: FMM

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Church Operations Policy Section: Job Descriptions

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POSITION: FOOD MINISTRY MANAGER

**Principal
Function:**

Responsible for managing the overall food ministry functions to provide service for the fellowship, ministry and mission of the church congregation. Organizes the food ministry including planning menus, purchasing required supplies and supervising kitchen activities, food preparation and cleanup. Responsible for adhering to local, state, and federal health codes. Supervises kitchen staff and volunteers.

Skill Requirements: Ability to plan, prepare, and deliver high quality, healthy food. Supervise, and coordinate all kitchen and food service needs and volunteers. Willing to obtain ServSafe certification and able to lift 40 pounds. Comfortable talking to and greeting guests. Ability to lead and direct others, be hospitable, outgoing. Sensitive to needs and feelings of others. Passion for making people feel welcome and connecting others with the mission and fellowship of FPC.

Work Schedule: Sunday – Thursday up to 25 hours per week to plan, prepare, and deliver food for all FPC church functions, ministries, meetings, and events.

Sunday Attendance

Expectations: Sunday attendance only if needed to ensure the Food Ministry runs efficiently.

Outline of Responsibilities:

Kitchen Management

1. Coordinates the scheduling and supervises the use of the kitchen and dining facilities for all Food Ministry functions.
2. Maintains and supervises all food and supplies inventory using the First In, First Out model (FIFO).
3. Schedules maintenance of all kitchen and food service equipment, fixtures, and supplies working alongside the Director of Administration.
4. Maintains cleanliness and health standards of the kitchen and all equipment and fixtures in accordance with established guidelines, particularly government health standards. Ensures kitchen is properly cleaned after each use, including mopping of floors.

5. Manages the proper disposal of all EPA regulated greases, oils, and chemicals to meet state and federal compliances.
6. Communicates volunteer needs to the Food Committee to enlist volunteers for Food Ministry functions.
7. Collaborates with volunteer kitchen personnel to be sure they meet acceptable standards of cleanliness for work in the food service.
8. Complies with the following ministry objectives within the specific ministry area of responsibility:
 - a. Effectiveness in accomplishing the church's ministry purpose, objectives, and goals.
 - b. Efficiency in performing assigned responsibilities and duties.
 - c. Assessment of possible risks and exposures to the church.
 - d. Compliance with applicable governmental laws and regulations.
 - e. Observance of internal operational policies, employee handbook guidelines, performance standards, and procedures.
9. Supports the work of the church by being pleasant and, as much as possible, knowledgeable of worship services, events, retreats, and staff/department activities/events as needed to assist visitors and congregants to participate in and enjoy all such church activities and events.
10. Performs all other duties as assigned by direct Supervisor.

Food Service

1. Plans and supervises the order, preparation, service, and clean-up of all food, meals, and food ministry functions, maintaining a staff presence focusing on uniting guests and members together in fellowship.
2. Works within the guidelines of the Food Ministry budget, maintaining accurate records on cost and operation of the kitchen in conjunction with the Director of Administration within the guidelines set by the Finance Committee.
3. Oversees the selection and rotation of nutritional menus working with the Food Committee & Fellowship and Outreach Council to ensure diversity and variety in food/meal presentation; ensuring that food/meal presentation is healthy, appetizing, and served as expected with special attention to using fresh ingredients, low carbohydrate foods, and lean meats. Limitations of red meat, high-fat content foods, and salt are essential.
4. Ensures that all foods/meals served and prepared exceed all state and federal compliances related to quality control/storage and sanitary guidelines.
6. Works with all ministers of the church in making the food ministry a contributing part of the total ministry of the church.

Organizational Placement, Compensation, and Benefits:

- Direct Supervisor: Associate Pastor of Fellowship and Outreach
- Member of the F&O Team
- Part-Time position, with applicable benefits per the FPC Personnel Policy.

Compensation: _____ as base hourly rate.

Benefits: _____ N/A _____

Allowances: _____ N/A _____

Authorized: _____ Date: _____
HR Committee Chair

_____ Date: _____
Food Committee Chair

Verified: _____ Date: _____
Director of Administration

_____ Date: _____
Associate Pastor of Fellowship and Outreach

Acknowledged: _____ Date: _____
Food Ministry Manager

Printed Name: _____ Date: _____

PROBATIONARY PERIOD ACKNOWLEDGMENT

Employee Name: _____ Date: _____

Social Security #: _____ Position: ___ Food Ministry Manager _____

Date of Hire: _____ End Probationary Period: _____

ACKNOWLEDGMENT AND AGREEMENT

I have accepted the above position with First Presbyterian Church of Marietta. I understand that the first ninety (90) days of employment with the First Presbyterian Church of Marietta are considered a 90-day trial probationary period. Further, I fully understand that successful completion of my 90-day trial probationary period does not alter or change the nature of my “at will” employment, nor does successful completion create an employment contract. I understand that either First Presbyterian Church of Marietta and/or I can end the employment at any time, with or without notice or cause (i.e., it is “at-will”).

Employee Signature: _____

Print Name: _____

Supervisor Signature: _____

Probationary Period Acknowledgement First Presbyterian Church of Marietta
06/2025