

FOOD SERVICE DIRECTOR for WEDNESDAY NIGHT DINNERS

Pullen Memorial Baptist Church

Function: To plan, coordinate and prepare meals for Pullen's regular Wednesday night dinners for guests ranging in size from 35-150 people. Regular Wednesday night dinners begin the first Wednesday after Labor Day and continue through the last Wednesday in May, exclusive of the Wednesday prior to Easter, Thanksgiving, Christmas, and New Year's Eve.

Duties and Responsibilities:

Prepares monthly menus and submits them to the Church Administrator. Menus are expected to include entrée, two vegetables, vegetarian option or choices, salad, bread, dessert, tea, lemonade, and water.

Purchases food and grocery supplies each week, or as needed. Submits all purchase receipts to the Church Administrator.

Takes sole responsibility for all food preparation and readiness for serving beginning at 5:30 p.m. Ensures that all food is served at the appropriate temperature for that food item.

Manages all aspects of the kitchen and use of all equipment.

Ensures that all food is properly prepared and cooked using safe food handling practices before, during, and after meal preparation according to NC State Health Regulations.

Supervises, instructs, and coordinates volunteers assisting in food preparation and serving of meals.

Maintains kitchen cleanliness, sanitation, and safety before, during, and after meal preparation.

Ensures that all food is removed from the serving area by 6:15 p.m.

Responsible for properly labeling and storing all leftover food.

Reports any malfunctioning equipment to the Facilities Manager.

Performs other related duties as assigned by the Church Administrator.

Physical Requirements:

Be generally healthy and free of chronic infectious disease.

Be able to stand for prolonged periods without a break, 4 hours minimum.

Be able to lift heavy objects or boxes (30 pounds) to table height.

Relationships: Is directly supervised by the Church Administrator. Works cooperatively with all staff and volunteers for the Wednesday Night dinners.

Qualifications: High School diploma or GED. A minimum of 3 years of experience cooking for the public, preferably for large groups. Maintains awareness of safe food handling practices required by State Health regulations. Certified by ServSafe. Valid NC Driver's License.

Selection: Persons in authorized non-elected positions will be hired by the Personnel Committee upon recommendation of the Pastor after consultation with the relevant supervisor.

August, 2004 (original description)
June, 2022 (revised & reformatted)