

Wesley Memorial Methodist Church

POSITION DESCRIPTION

JOB TITLE: Food Services Coordinator
REPORTS TO (Title): Manager of Reservations & Hospitality
FLSA STATUS: Non Exempt – 15 to 25 hours most weeks
UPDATED: June 2025

POSITION SUMMARY:

This position is responsible for enhancing the welcoming experience at Wesley Memorial through food services and hospitality.

All employees of Wesley Memorial will exemplify our church staff *core values*: CARE, COMPETENCY, CHEMISTRY/COLLABORATION and CHARACTER.

CORE VALUES - KEY DUTIES AND RESPONSIBILITIES:

CARE

- Oversee Food Services to provide healthy well-balanced meals, refreshments and/or snacks that are best suited for the age of those that are served
- Resource for the Congregational Care team to ensure receptions for funerals and other special events have requested refreshments. Assist at events when extra help is needed.
- Strive to ensure all guests are welcome and safe.

COMPETENCY

- Plans at least 6 weeks in advance for meals and hospitality including: menus, food orders, volunteer needs, possibly additional rented items or catering
- Maintains the kitchen, food service supply, and food storage areas to ServSafe and food service industry standards
- Fiscally responsible when planning meals and other hospitality requests.
- Prepares annual budget and monitors with assistance of the Staff Accountant.

CHEMISTRY/COLLABORATION

- Fluidly communicate with Manager of Reservations & Hospitality along with the Facilities staff to ensure proper staffing, preparation, set-up, execution and tear down of areas where food services are requested.
- Works closely with the Wesley 100 men's group providing direction, guidance, ordering supplies and assistance when requested. Provide the same attentiveness and service to other Committees, volunteer groups and select outside groups to ensure Kitchen area and facility are utilized and maintained to ServSafe standards.

CHARACTER

- Commitment to the Christian faith and serving God.
- Be in alignment with the orthodox, evangelical doctrine of the traditional Methodist Church.
- Be visibly present as the representative of Food Services so to be easily identifiable if there are any questions from our guests about the food or services received.
- Allocate church financial resources responsibly and with integrity in a manner that helps fulfill the overall mission of Wesley Memorial. Utilize financial resources wisely and within the parameters of the ministry budget(s)

Other

- Ensures Kitchen and hospitality areas / beverage centers have proper inventory levels, are clean and all equipment maintained to ensure safety and food safety standards are met.
- Coordinate volunteers for kitchen, hospitality areas and events as needed.
- May assist when needed with hospitality at functions such as funerals, weddings and special events. Primarily contact for ensuring all supplies are present and preparation of food and beverages as requested in advance.
- Dress appropriately for food services environment
- Other duties may be assigned by the Senior Pastor and/or the Business Operations Manager.

EDUCATION, EXPERIENCE AND SKILL REQUIREMENTS:

- Minimum 5 years of significant, successful experience in food service management
- Experience in preparing, cooking and serving meals to large groups.
- Current ServSafe certified or the ability to obtain ServSafe certification.
- Experience managing food service workers and/or volunteers.
- Experience with basic financial management of ordering supplies for food services and maintaining proper inventory with minimal to no excess food / expired supplies.

QUALITIES:

Confidentiality
Positivity
Flexibility
Interpersonal Skills
Leadership
Safety and Security
Teamwork
Organization

SUPERVISORY RESPONSIBILITIES:

No employee direct reports. Will supervise a team of volunteers. Make sure outside groups that have been approved to utilize our kitchen adheres to our agreement.

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to sit and talk or hear. The employee is frequently required to stand; walk; use hands to dial, handle, write; reach with hands and arms and stoop or kneel. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus.

WORK ENVIRONMENT:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The incumbent in this position will spend some time in a normal office environment but majority of time will be spent outside of office environment oversight, social and communication skills

BY SIGNING THIS DOCUMENT:

I am confirming my understanding of the expectations of the **Food Services Coordinator** at Wesley Memorial Methodist Church.

Signature

Date

Print Name