



Director of Food Ministry

Purpose Statement

The purpose of the United Methodist Church of Whitefish Bay is to grow persons as deeply committed followers of Jesus Christ who Love God, Care for each other and Serve in the world.

Hours of Work: This is a part-time position with hours TBD.

FLSA Status: Exempt

Team Leader: Senior Pastor

Supervisory Responsibilities: Kitchen Assistant, dishwashers, paid servers

Position Summary

The Director of Food Ministry provides meals and hospitality that nourishes the soul and body. The Director invites, supervises and works with volunteers and staff to provide meals and refreshments at church events. Food is an integral part of developing relationships, providing fellowship and building community for the congregation and guests, and thus an important aspect of the overall ministry of the church.

Responsibilities

- Schedule kitchen use and supervise all groups using the kitchen
- Inspect kitchen before and after each use. Work with groups to keep kitchen clean and orderly
- Ensure serving and eating tables are clean following meals, cookware and serving dishes are washed and stored away and laundry items are clean and properly folded
- Order food for church events and order general supplies such as paper products and staples
- Manage finances related to food ministry
- Plan meals and food service for all church related events
- Provide all “catered” meals for a variety of groups as requested. Groups will be expected to provide volunteers to serve and assist in clean-up

- On-going meal functions include but are not limited to:
 - Wednesday Night Live (weekly for two semesters)
 - Prime Timer's lunches (once a month)
 - United Methodist Women's luncheons
 - Men's Saturday breakfasts
 - Other meals to support various ministries of the church
- Prepare refreshments for various functions such as weddings, funerals, and special receptions following church services

Qualifications/Education Desired

- Experience in food preparation for large groups
- Experience in managing kitchen staff
- Ability to organize and maintain kitchen supplies and equipment
- Strong personal faith and commitment to Christ and his church
- Ability to keep receipts and balance expenditures and revenues
- Strong interpersonal and relational skills
- Strong communication skills

Spiritual Gifts

Hospitality, patience, serving, flexibility