



Temporary Lead FFN Cook Position Description

Updated 9.19.23

Purpose

The Lead FFN Cook is responsible for the meal served during Family Faith Night throughout the program (mid September-May). The '**Temporary Lead FFN Cook**' position will cover October-December 2023 roles and responsibilities. This is a part time position, anticipated to be approximately 7 hours per week, when Family Faith Night is held.

Responsibilities

1. Plans weekly meals to serve 125-150 on Family Faith Night
2. Purchases food and beverage supplies for each meal
3. Awareness of and adheres to food safety and good hygiene guidelines
4. Prepares and serves meal with the help of volunteers each week
5. Directs and assists volunteers in food & beverage prep and set up
6. Directs and assists paid kitchen staff (if applicable) and volunteers in kitchen clean up after the meal
7. Turns in food and beverage receipts and any money collected to Office Administrator after the meal
8. Communicates directly to the Church Administrator about any barriers/issues that interfere with doing the work well

Accountabilities:

- This position reports to the Church Administrator and is accountable to the Lead Pastor, the Vision Team and the congregation at large

Qualifications:

- Ability to plan and prepare meals for large groups, approximately 125-150 people
- Has knowledge of food safety and hygiene requirements of food service workers
- Has the ability to operate equipment used to perform the job
- Has the physical capabilities to perform the work
- Is trustworthy, self starter, conscientious and able to work independently
- Has the ability to work well and supervise volunteer staff
- Has good communication skills; can instruct effectively
- Has the ability to get along well with others