

MINISTRY DESCRIPTION

CHURCH HOST(ESS)

Principle Function: The Church Host(ess) is responsible to the Business Administrator in overseeing the operation of the kitchen and dining areas of all food services. It is a full-time position.

Primary Responsibilities

1. Plan meals, purchase, prepare and/or oversee scheduled meals and food needs for major ministry-wide and church-wide meal and social functions as requested.
2. Work with church staff and church members when requested to plan and secure necessary food products and supplies as needed for special ministry functions.
3. Explain the proper use of kitchen equipment to volunteer workers for these special functions.
4. Arrange and oversee the servicing, repairing, and replacement of equipment in the kitchen as needed.
5. Supervise assigned personnel.
6. Work with Food Service Committee in securing and training volunteer workers in proper food preparation and service.
7. Responsible to stay up-to-date in his/her knowledge of current federal, state, and local health and sanitation regulations.
8. Implement and maintain the highest standards of sanitation and cleanliness of dishes, kitchen equipment and food handling in accordance with the above-mentioned health and sanitation regulations.
9. Maintain service and storage areas to assure compliance with health and sanitation laws.
10. Maintain accurate records in cost and operation, assuring items are correctly charged to appropriate ministry budgets.
11. Maintain up-to-date inventory of food and related supplies.
12. Attend weekly staff meetings to share needs, concerns, and menu plans.
13. Any other duties and responsibilities deemed necessary by the church to accomplish and fulfill the food service ministry.