

**FIRST FARRAGUT UNITED METHODIST CHURCH  
POSITION DESCRIPTION**

**Position Title:** Food Service Manager

**Type of position:** Part-time, non-exempt

**Incumbent:**

**Supervisor:** Senior Pastor

**Date of Employment:**

**Principal focus and scope:** Incumbent provides Christian leadership and oversight to support the church's Mission, Vision, and Value statement, which includes building use and all aspects of kitchen ministries.

**Duties and Responsibilities (listed in descending order of importance):**

1. Plans overall food preparation/service operations, including coordinating the menu and preparing food for meals and other special events following rules set forth by the Board of Trustees (building use policies on file).
2. Supervises overall food preparation/service operations (including volunteers) for events and other special programs involving food service facilities.
3. Recruits, trains and maintains a cadre of kitchen volunteers with the assistance of the Kitchen Committee.
4. Coordinates with individuals and groups (e.g., children, adults and community) from within and outside the church, providing hospitality and support.
5. Utilizes food service facilities and equipment as specified in the building use policies and other FFUMC policies (e.g., food allergy policy). Recommends new and changes to existing policies and charges for in-house and outside group use of the food service facility. These policies and changes must be reviewed by the Board of Trustees and approved by the Church Council.
6. Ensures compliance with Tennessee Department of Health regulations for sanitation of kitchen facilities and completes and maintains the highest food safety standards and certification.
7. Develops policies and procedures for safe and proper kitchen use, including training in equipment use, food safety and handling.
8. Maintains an established workplace presence for a minimum of eight to ten hours per week with flexibility for more hours as needed with advanced planning (evening and .weekend hours may be required).
9. Actively participates in weekly staff meetings, staff luncheons, related committees, and ad hoc assignments as deemed necessary by the Senior Pastor.
10. Regularly coordinates with the Administrative Assistant to prevent conflicts in scheduling and to facilitate cooperative use of the food service facilities.
11. Develops and shares a file of advance plans for food service-related events for use when a substitute is needed.
12. In consultation with the Kitchen Committee, recommends purchase and repair of major equipment for all kitchen facilities to the Board of Trustees.
13. Purchases and maintains an inventory of basic kitchen supplies.
14. Secures and transports needed supplies to the kitchen (has access to a vehicle suitable to accomplish such tasks).
15. Develops, submits and manages the total food service budget for building use and the kitchen ministries in coordination with the Financial Administrator and the Finance Committee.

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- 16. In a spirit of Christian attitude and cooperation, performs other duties as assigned by the Senior Pastor.
- 17. Understands the team concept of ministry and relates as a colleague to all staff members of FFUMC.
- 18. Assists other teams as needed.

**Requirements (education, training, skills, character, etc.):** Successful work experience in a wide variety of food preparation, food service, and kitchen management positions. Competent in the use and maintenance of commercial food service equipment and quantity food service operations. Possesses basic first aid skills. Holds a current Health Card from the Knox County Health Department (for food service workers) or is willing to secure such a card. “ServeSafe” certified or willing to secure such certification. Must be a person of genuine Christian character and commitment, who professes faith in Jesus Christ and exhibits a sincere Christian lifestyle. Exemplifies communication skills and maintains integrity and good judgment with appropriate feedback. Pursues continuing education and/or training necessary for the management of the kitchen ministries. Speaks English fluently. Skilled in positive communication and conflict management strategies.

**Supervision received:** Incumbent is responsible to the Senior Pastor and works under guidelines established by the SPRC and the Board of Trustees. Relationships with other church staff members are collegial and require cooperation, mutual respect, and teamwork.

**Supervisory responsibility:** All paid and volunteer staff associated with the kitchen ministry programs.

**Reviewed by:** \_\_\_\_\_ **Date:** \_\_\_\_\_  
Food Service Manager

**Accepted by:** \_\_\_\_\_ **Date:** \_\_\_\_\_  
Senior Pastor

**Approved by:** \_\_\_\_\_ **Date:** \_\_\_\_\_  
Chair, Staff-Parish Relations Committee