

## **FOOD SERVICES DIRECTOR / CATERING CHEF**

*Forest Hills Baptist Church is seeking a skilled individual to lead and manage all aspects of our food service ministry. This role is perfect for a culinary professional who is passionate about hospitality, team leadership, and serving the church community through food. This role is more than cooking — it's about fostering community, showing hospitality, and supporting the church's vision and mission through every meal and event.*

### **KEY RESPONSIBILITIES**

- Food Service Strategy & Operations: Develop, organize, and oversee a comprehensive food service plan for all church events, ensuring it aligns with the church's mission, vision, and ministry calendar.
- Menu Planning & Preparation: Plan creative, cost-effective menus for events of all sizes, considering dietary needs and preferences. Oversee food preparation from start to finish, including setup and cleanup.
- Budget & Purchasing Management: Create and maintain food service budgets. Manage food purchasing, vendor coordination, inventory, and billing to ensure quality and cost efficiency.
- Team Leadership & Supervision: Recruit, train, schedule, and supervise kitchen staff and volunteers. Provide oversight and hands-on leadership to ensure smooth kitchen operations during events.
- Collaboration & Communication: Work cooperatively with ministry leaders, church staff, and volunteers to support a wide range of church functions, from small group gatherings to large-scale community outreach events.
- Hospitality Culture: Foster a spirit of warmth, kindness, and fellowship through the food service ministry, ensuring all church events create a welcoming and meaningful experience for everyone who attends.
- Event Execution: Coordinate the logistical aspects of catering — including transportation, setup, service, and cleanup — for both on-site and off-site church events.
- Compliance & Safety: Ensure full compliance with all local, state, and federal food safety, sanitation, and health regulations. Maintain up-to-date certifications and follow best practices in food handling and kitchen safety.

### **QUALIFICATIONS**

- Experience in professional food service or catering (church or nonprofit experience is a plus)
- Proven experience as a chef, kitchen manager, or food services director
- Strong leadership and organizational skills with experience supervising teams
- Knowledge of food safety regulations and best practices in sanitation and health compliance
- Ability to plan and prepare meals for large groups and diverse audiences
- Excellent communication and interpersonal skills
- Flexibility to work weekends and evenings as needed

### **HOW TO APPLY**

Send a cover letter and resume to [jobs@fhbc.org](mailto:jobs@fhbc.org). No phone calls, please.