



Job Description

Food Service Coordinator

The Food Service Coordinator partners with church leadership to plan, organize, and execute meals for ministry events. This role oversees kitchen operations, including ordering, inventory management, and proper storage of food and supplies. The Coordinator is responsible for preparing or coordinating the preparation and service of meals in support of the ministries of Scotts Hill Baptist Church, ensuring excellence, stewardship, and hospitality in every aspect.

Specific Responsibilities

Meal Planning & Catering Coordination

- Collaborate with church staff and ministry leaders to plan meals for banquets, dinners, events, and other gatherings.
- Assess event needs, including attendance, type of event, and service style, to develop appropriate menus and service plans.
- Accurately calculate food quantities based on registrations, sign-ups, and historical participation to ensure sufficient food while minimizing waste.
- Coordinate food preparation or work with external caterers when appropriate, ensuring quality, timeliness, and alignment with budget expectations.
- Oversee food preparation, serving, and cleanup for all ministry-related events.

Budgeting & Stewardship

- Plan and execute all meals within the approved food cost budget for each event.
- Track food expenses and identify opportunities for cost savings without compromising quality or hospitality.

Purchasing & Inventory Management

- Purchase all food, beverages, and paper goods required for church functions.
- Maintain accurate inventory of food and supplies, ensuring proper storage, rotation, and minimal waste.
- Develop and maintain systems for tracking inventory levels and usage trends.

Kitchen Operations & Maintenance

- Maintain a clean, organized, and fully functional kitchen and storage areas.
- Ensure all food handling, preparation, and service meets high standards of sanitation and safety.
- Partner with the Facilities Director to ensure all kitchen equipment is properly maintained and in good working order.
- Purchase kitchen equipment as needed with approval from the Associate Pastor/Administration.

Event Execution & Coordination

- Work with facility set-up personnel to ensure proper room and food service setup.
- Provide clear direction and oversight during events to ensure smooth and efficient food service operations.

Volunteer Leadership

- Recruit, train, schedule, and lead volunteers for food preparation, service, and cleanup.
- Create clear expectations and provide guidance to ensure a positive and effective volunteer experience.

Administrative & Reporting Responsibilities

- Track event registrations and meal sign-ups to support accurate planning and execution.
- Utilize Google Workspace tools:
 - **Google Sheets** to track attendees, calculate food quantities, manage budgets, and monitor inventory.
 - **Google Docs** to create menus, event plans, volunteer instructions, and communication materials.
- Prepare monthly transfer reports detailing food costs and provide accurate information to the financial office for proper allocation to ministries.
- Conduct a monthly spot check of the Cross Point Center Café to ensure cleanliness and organization.

Accountability & Alignment

- Work under the direct supervision of the Office Manager and the Administrative Pastor.
- Support and advance the vision and ministry goals of Scotts Hill Baptist Church.
- Follow all guidelines, procedures, and policies outlined in the Employee Handbook.
- Perform all other duties as assigned by the supervising pastor.

Workplace Culture

- An *aggressive* mindset. (“go-getter” for the kingdom)
- A *faithful* spirit. (strong personal faith in Jesus)
- An *innovative* approach. (creative problem solving)
- A *relational* heart. (commitment to people over programs)
- An *excellent* work-ethic. (passion for raising the bar)

Signature _____

Date _____