EMPLOYMENT NOTICE

CULINARY MANAGER - FELLOWSHIP HALL New Hope Missionary Baptist Church of Southfield

PAY RANGE: \$16.00 - \$22.00 per hour

HOURS OF WORK: Part Time – Hours Varies Reports to: Chairman of Trustee Board (will include weekends) and Appointed Trustees

(20-30 hours weekly)

POSITION SUMMARY:

The Culinary Manager is responsible for coordinating all activities for the Fellowship Hall. The managers responsibilities include management of all activities and events, including opening and closing the area after use. This includes maintenance of the kitchen, equipment and scheduling. Works to ensure that all operations of fellowship hall provide excellent customer satisfaction. Manager must be physically present to oversee fellowship hall operations, including the kitchen.

DUTIES AND RESPONSIBILITIES:

- May be required to meet with ministries and providing guidance relative to available services.
- Assists with pre-planning of events.
- Ensures that all kitchen workers follow the safety guidelines set forth by the State of Michigan.
- Knowledge of health codes and compliance with current food service codes.
- Make sure to offer optimum level services in terms of quality and hospitality.
- Required to assist with coordinating events and cooperate with all ministries, including catering companies, administrative staff and maintenance.
- Maintains the kitchen, pantry, storage area and ensures all areas are properly stocked.
- Plan, order and submit timely purchase requests of supplies.
- Responsible for maintenance of towels and linens, including making sure items are laundered.
- Coordinate and direct all kitchen staff and volunteers for set-up, food service, breakdown and clean up.
- Ensures that the facility is presentable at all times.
- Provide excellent customer service.
- Works with maintenance staff to ensure hall is set-up and broke down and prepared for next event. Works with maintenance manager to ensure kitchen equipment is running efficiently.
- Must be flexible and responsive to unplanned events requiring use of the kitchen and facilities.
- Other duties as assigned.

SKILLS AND QUALIFICATIONS:

- Excellent and effective communication skills (verbal and written).
- High school diploma or GED.
- Excellent administrative and organizational skills.
- Excellent customer service skills.
- Exceptional problem-solving skills and decision-making abilities.
- Ability to work under pressure.
- Ability to assist with planning successful events. Previous culinary experience is required.
- Working knowledge of Microsoft Word and Excel, and PowerPoint is a plus.
- Ability to work in team environment and develop positive work relationships.

- Must be available to work evenings and weekends as required.
- Current state Safe Serve Certification.
- Ability to lift up to 25 lbs.

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