



Culinary Coordinator

Are you creative and have a passion for the art of culinary services with a great sense of detail in meal presentation and menu planning while ensuring the highest quality in food preparation, taste and customer service? Then this part-time opportunity is for you.

Job Summary

This part-time position is responsible for all food services related to the ministries of Zion Baptist Church. The Culinary Coordinator will provide coordination and maintenance needs of the kitchen and Fellowship Hall facilities at Zion Baptist Church.

The scope of work involves assisting with the central coordination of all events requiring food service. This also includes opening and locking the facility after use and requires the Culinary Coordinator to be physically present to oversee kitchen operations whenever it is in use.

Job Responsibilities

- Provides a variety of food services including food/meals or light refreshments for receptions, picnics, hospitality hours, open house, coffee hours, and other types of events. May also include Sunday morning breakfast as applicable.
- Planning, budgeting, operating, cleaning, staffing, and maintaining all aspects of the kitchen and supervising other culinary staff.
- Directing the food service staff and custodian staff for cleaning details by planning needs for staff, giving work assignments, monitoring work production, and adjusting workloads as needed.
- Assuring high standards of cleanliness in the church kitchen and dining rooms and establishing procedures to ensure that sanitation guidelines are met.
- Working closely with organizers and planners of various functions, in order to provide food service with an appropriate theme and within cost constraints.
- Operating with integrity and honesty while providing superior service, hospitality and quality, great-tasting meals.
- Assures high standards of cleanliness in the church kitchen and dining rooms and establishes procedures to ensure that sanitation guidelines are met.
- Evaluates products and procedures in the food service operations and makes needed changes and adjustments.
- Maintain inventory of all kitchen items from food to kitchen equipment and supplies.
- The Culinary Coordinator should coordinate with Facilities Services, the set-up for various events based on completed events form and with the direction for Church Administrator

Requirements:

- Experience and proficiency in meal planning and preparation, event management, budgeting and supervision of kitchen and culinary staff.
- Demonstrated ability in all aspects of kitchen management including but not limited to; meal planning and portion control based on number of attendees at designated affair.
- Basic computer literacy is required for menu planning, reports, budget planning, calendar maintenance, etc.
- Considerable knowledge of the principles and practices of menu planning, food preparation and serving, and costs effectiveness in a food service operation.
- Considerable skill in cooking and providing quality and quantity standards to food preparation and storage.
- Ability to establish and maintain an effective record and report system for the food service operation.

- Ability to communicate effectively in oral and written forms.
- Ability to establish and maintain effective working relationship with church members, staff, and church quests.
- Must be professionally attired for work upon punctual arrival and provide first-class customer service.
- Ability to anticipate and project needs and meet deadlines with minimum supervision.
- Above average ability to be flexible, sometimes working evenings and weekends, organize time and set shift priorities while meeting deadlines.
- Determine with Church Administrator the cost of any meal not covered by Church Policy.
- Provide all related food service duties as deemed necessary by Church Administrator.
- Oversee recruitment, training, coordination, and appreciation for volunteer kitchen workers.
- Train kitchen workers regarding dangers of possible hazards.
- Ensure all food service practices comply with all applicable federal, state, and local guidelines and ordinances for daycare menus and other events at the church.
- Comply with all Zion Baptist Church food service guidelines and policies.
- May perform other tasks related to job functions.

Physical Requirements

While performing the duties of this job, the employee is regularly required to sit, use hands to handle, fingers to feel, and to talk. The employee is frequently required to reach with hands and arms. The employee is frequently required to stand, walk, climb or balance; stoop, kneel, crouch, or crawl.

- Shall be able to lift up to 30 lbs. without aid from anyone
- Shall be able to stand and have walking mobility for up to 2 hours
- Shall have own transportation

Experience

- Graduation from a four-year college or university preferably with a major in a food service management, nutrition, home economics, or related area and considerable experience in supervising a food service operation; or an equivalent combination of education and experience.
- Two years supervisory experience.
- Experience in a variety of foodservice Operations.

Other requirements

- Valid Serv Safe certification required.
- Other certifications or licenses as determined by the state and county.

For consideration, please forward resume and letter of interest to personnel@zbcmarietta.org or log on to Indeed and submit via the job announcement.