



Director of Food Ministry

Purpose Statement

The purpose of the United Methodist Church of Whitefish Bay is to grow persons as deeply committed followers of Jesus Christ who Love God, Care for each other and Serve in the world.

Hours of Work:	10-15 hours/week (September-June)
Compensation:	\$10,000-15,000/year with additional hours and salary options
FLSA Status:	Exempt
Team Leader:	Senior Pastor
Supervisory Responsibilities: Kitchen Assistant, dishwashers, paid servers, volunteers.	

Position Summary

The Director of Food Ministry provides meals and hospitality that nourishes the soul and body. The Director invites, supervises and works with volunteers and staff to provide meals and refreshments at church events. Food is an integral part of developing relationships, providing fellowship and building community for the congregation and guests, and thus an important aspect of the overall ministry of the church.

Responsibilities

- Plan and prepare meals and food service for Faith, Food and Fellowship nights—weekly Wednesday evening meals for two semesters
- Purchase and organize food ingredients for off-site meal programs
- Maintain inventory of food and general supplies
- Recruit, train and supervise hourly paid staff and volunteers.
- Manage finances related to food ministry

- Ensure serving and eating tables are clean following meals, cookware and serving dishes are washed and stored away and laundry items are clean and properly folded
- Stock supplies for the coffee area in the narthex

Additional Opportunities

The Director of Food Ministry will be offered an opportunity to work additional hours for the following events:

Men's Saturday breakfasts (three times/year)
 United Methodist Women's luncheons (three times/year)
 Fall Welcome Picnic (one time/year)
 Refreshments for weddings, funerals and/or special receptions
 Other catered meals for groups using the church facilities

Qualifications/Education Desired

- Experience in food preparation for large groups
- Experience in purchasing food on the wholesale market
- Experience in managing kitchen staff
- Experience in managing volunteers
- Ability to organize and maintain kitchen supplies and equipment
- Ability to keep receipts and balance expenditures and revenues
- Strong interpersonal and relational skills
- Strong communication skills

Spiritual Gifts

Hospitality, patience, serving, flexibility