

Job Title: Food Truck Operator

Position Summary:

The Food Truck Operator is responsible for managing the food service operations for The Table food truck. Ensure all volunteers / employees follow in house policies and procedures and meets all federal and state requirements. The Table food truck is an outreach ministry of First Christian Church. Ensure conversations, actions, and attitudes reflect positive Christian values.

Reports To:

Team Leader Ministry Resources

Supervisory Responsibility:

Oversee the operation of the food truck including volunteers and staff

Time Expectations:

Flexible and available on an as needed basis, including nights and weekends

Job Classification: Part-time. 20 to 28 hours per week. Seasonal, March - November

Date Created: May 22, 2018

Date Reviewed:

Job Duties (essential)

Overview

- Coordinates schedule of food truck activities with Supervisor and Food Services Director
- Meet with Food Services Director to discuss menu, schedule timing of meal prep and loading / stocking of truck with food and supplies on the day of the event.
- Work with office staff to create menu's, tickets and flyers
- Ensure supplies are in place for proper inventory levels prior to each event
- Maintain Serve Safe certification
- Ensure the safety standards are maintained while food is being prepared, cooked and served on the truck. Maintain a 98% or above sanitation grade
- Direct the cleaning of food truck prior to, during and after events
- Maintain required records including staff / volunteer hours, food production, inventory and meal counts
- Work with finance for start-up cash bag, POS equipment. Reconcile meal tickets and meet with Finance Team to review sales after each event.
- Prepares timely post event reports and statistical reports on a monthly basis summarizing the performance of the food truck to Supervisor
- Responsible for operating budget including revenues and expenses
- Oversees the maintenance and upkeep of the food truck to include all equipment
- Coordinates service appointments and general maintenance of the truck
- Oversees and coordinates the recruitment, training, and performance of volunteers / employees of the food truck
- Performs miscellaneous job-related duties as assigned

Qualifications / Skills Needed

- Minimum of two years food truck and restaurant experience
- Serve Safe certification or obtain within 3 months of hiring
- A sense of urgency due to the fast paced work environment
- Attention to detail and ability to multi-task and follow instructions
- Ability to resolve conflict and make sound decision without assistance of Supervisor
- Communicate well with employees and the public
- Professional and friendly (even in tough situations)
- Reliable and punctual work habits with a history of strong work ethic

Requirements

- Valid driver's license
- 5+ years driving experience and a clean driving record
- Ability to drive an oversized vehicle
- A working phone and ability to respond promptly
- High school diploma and GED
- Reliable transportation

Physical Demands

- Must be able to work with a small team in close quarters
- Must be on their feet for long periods of time
- Ability to lift up to 50 lbs.

Employee Agreement - Date

Supervisor Approval - Date

Ministerial Approval - Date

Business Mgr Approval - Date