



## **Believers Temple Word Fellowship Church Position Description**

**Division** Ministry of Helps

**Position Title** **Director/Assistant, Culinary Arts (Volunteer Position)**

### **Position Summary**

Under the general direction of the Ministry of Helps Administrator and Assistant Administrator, the Director is responsible for partnering with the assigned MOH facilitator to ensure that the ministry operates efficiently and effectively; and promotes the overall vision, mission and values of Believers Temple Word Fellowship Church. The Director will work closely with the MOH Facilitator to develop and facilitate training for ministry workers; develop an evaluation process to determine ministry performance outcomes, and will work closely with ministry staff members to ensure that the ministry's work is beneficial to the Kingdom, the church and the members at large.

### **Essential Duties and Responsibilities**

1. Ability to teach and facilitate a ministry cooking class available to both members and the community at large.
2. Facilitate meetings on a regularly scheduled basis and as necessary, working closely with the MOH facilitator.
3. Work with a range of foods in a wide array of circumstances. The overall duties you'll be responsible for include but are not limited: food preparation, food service, and cleanup.
4. Ability to produce large quantities of quality food; think creatively about menus and collaborate with customers to plan the appropriate food for the right event, and listen to what is needed and deliver both the food and service requested.
5. Hold a food handler's permit or be able to obtain one.
6. Demonstrate ability to work successfully and communicate effectively in a ministry setting.
7. Oversee the storage and safe keeping of all reusable goods, breaking down goods, cleaning all equipment and areas, returning equipment to proper locations, locking refrigerators, restocking items, turning off lights, locking doors, and completing daily cleaning checklist.

8. Set up, stock, and maintain work areas. Inspect the cleanliness and presentation of all china, glass, and silver prior to use. Maintain cleanliness of work areas throughout the day, practicing clean-as-you-go procedures.
  
9. Follow all safety and security policies and procedures; report accidents, injuries, and unsafe work conditions and complete safety training and certifications. Ensure uniform and personal appearance is clean and professional, maintain confidentiality of proprietary information.

**Knowledge, Skills and Abilities**

- Ability to serve as a team leader and member and learn new skills.
- Ability to train new ministry workers
- Knowledge of food safety and handling
- Excellent communication and organization skills
- Experience managing staff/resources
- Ability to plan and prepare meals for small to large groups
- Ability to multi-task, managing all aspects of catering
- Dependability/accessibility