



Job Title	Food Service Coordinator
Reports to:	Facilities Director
Job Classification:	Part-Time (approx. 15 hours/week)

Principal Function:
To plan and coordinate food-related events (esp. Wednesday Night Dinner) and to ensure proper cleaning and organizing of the kitchen/storage areas.

- Responsibilities**
- Menu planning and coordinating meals
 - Wednesday night dinner: secure and oversee caterer and lead volunteer crew for prep, serving and cleanup
 - Contract and oversee caterer for church events
 - Working with and through volunteers to ensure kitchen is cleaned and organized
 - Coordinate professional cleaning needs with Facilities Director and custodial staff
 - Ordering/receiving food and kitchen supplies
 - Maintain proper inventories to minimize waste
 - Not responsible for non-Bonsack Baptist (outside) events

Please send resumes to: Jill Winston (jwinston@bonsackbaptist.org)