

PURPOSE OF POSITION

To serve the church by leading the Church's involvement in food services at the mission.

RESPONSIBILITIES

- Lead teams of volunteers and guests to successfully fulfill the mission of the Mission Market and kitchen. This includes equipping and empowering them to see themselves as vital members of the team.
- Oversee the Mission Market operation.
- Oversee the Kitchen during Day Outreach.
- Oversee budget and inventory necessary for operating the Kitchen and Mission Market.
- Assist the Shelter Manager where needed in prepping food to cover a meal vacancy.
- Communicate with meal crew leaders to resource and retain them.
- Maintain sanitation and safety standards based upon requirements of the City of Joplin.
- Insure that all equipment is maintained and operating efficiently.
- Maintain daily, weekly and monthly cleaning schedule for all components of kitchen area, to include walk-in cooler and freezers.
- Properly store and rotate food products as necessary
- Oversee Décor in dining hall to create a dignified dining environment
- Develop annual goals with Outreach Center Director.

ORGANIZATIONAL RELATIONSHIPS

- Food Services Manager reports to the Outreach Center Director and works alongside the Office Manager, Evangelism Coordinator and Shelter Manager.
- Food Services Manager communicates and coordinates with the Care Coordination Director for goal setting for clients of Mission Market.
- Food Services Manager communicates and coordinates with the Volunteer Team to assist in placing volunteers in Mission Market and kitchen.

JOB REQUIREMENTS

- Able to lead teams of volunteers
- Able inspire volunteers to connect in relationship with guests and clients
- Able to operate and train volunteers to run the necessary systems for Mission Market.
- Able to oversee the preparation of meals for large numbers of people.
- Able to navigate stairs and carry 50lbs.
- Passionate.
- Wide range of interpersonal skills.
- Knowledge of proper food handling and safety.
- Handles pressure well.
- Self-motivated, organized and responsive.
- Timeliness/reliability.
- Proficiency in G-mail operation including Google calendar and Google Drive operations.
- Proficiency in Microsoft.
- A servant's conduct.

HOURS - 32 hours per week.

- Monday, Tuesday, Thursday, Friday, 8:00am-4:00pm
- 1 day/month operate Mission Market in the evening, 4:30-8:30pm
- Willing to expand Mission Market's evening hours and nights or operating Day Outreach on Wednesdays when needed in the future. This may mean the role growing to 40 hours/week.