

RiverTree Christian Church

Position Description

Position Title: Food Service Hospitality Team Coordinator
Team: Food Service Team
Responsible To: Director of Operations

Position Summary:

To serve as the team leader for the Food Service Hospitality Team of RiverTree. Leading in all aspects of hospitality needed for special events. Coordinating with team leader for food service —day to day operations. Responsibilities include the café volunteer team, special events for the church and school. Budgeting; maintaining kitchen in a sanitary manner and compliance with all local, state and federal regulations; scheduling of staff and servant volunteers for special events and moving this area of the food service team area to the next level of excellence!

Duties and Responsibilities:

1.) Team Leadership

- a. Lead and develop staff**
- b. Lead and develop servant volunteers**
- c. Regularly scheduled meetings with teams**
- d. Recruiting for team when needed**
- e. Meet with team leader on a regular basis**
- f. Attend other meetings as needed**

2.) Day-to-Day Operations

- a. Coordinate overall budget for food service areas, working with day to day food service team leader.**
- b. Schedule staff and servant volunteers, as needed, for special events.**
- c. Coordinate food service and hospitality calendar with day to day food service team leader to insure all needs are met**
- d. Coordinate purchasing, menu planning, food preparation, staffing, etc. for all events requiring food.**
- e. Occasional coverage with cook's position, as needed, with advance scheduling if possible.**

3.) Church and School Functions

- a. Work with ministry team leaders on events and programming**
- b. Coordinating menu planning, scheduling for event, food preparation, presentation and clean-up**

4.) Café

- a. Creative use of café to serve ministries of RiverTree**
- b. Scheduling of staff and servant volunteers**
- c. Menu planning**

5.) Other Responsibilities

- a. Work well with others at Team RiverTree**
- b. Responsible for self development and taking care of self**
- c. Embrace Matthew 18**
- d. Neat appearance and pleasant attitude**
- e. Church is a non-smoking facility**
- f. Maintain a high standard of morals and Christian behavior**
- g. All other duties as assigned**

X _____ **Date:** _____