



# Food Service Assistant/Buyer

FOOD SERVICE

PART TIME

Plays a key role in the procurement, record keeping, and management of food supplies for a variety of events, both ministry and community related. Assists the Director in

## RESPONSIBILITIES

### Food Preparation

- › Assist in food preparation tasks required to prep each meal.
- › Ensure that all food items are prepared and presented in accordance with quality and safety standards.

### Setup and Cleanup

- › Set up serving stations, buffet lines, and dining areas before events, ensure that all necessary supplies and equipment are available.
- › Assist in the cleanup and breakdown of serving areas and kitchen facilities following events, including dishwashing and sanitation.

### Service Assistance

- › Assist in serving food and beverages to guests during events, ensuring courteous and efficient service.

### Kitchen Support

- › Assist the Food Service Director and kitchen staff with various tasks, including stocking ingredients, organizing inventory, and maintaining cleanliness and organization in the kitchen.

### Compliance and Safety

- › Adhere to health and safety regulations, food handling guidelines, and sanitation standards at all times.
- › Report any food safety concerns or equipment malfunctions to the Food Service Director promptly.

### Team Collaboration

- › Work collaboratively with other members of the staff to ensure smooth and efficient operations during events.
- › Communicate effectively with supervisors and coworkers to coordinate tasks and responsibilities.

### Other duties as assigned

## QUALIFICATIONS

### Detail-Oriented

- › Ability to track expenses with great detail and work with ministries to order supplies in the appropriate timeframe.

### Organized

- › Ability to track and post expenses proficiently in order to maintain proper books.
- › The ability to handle multiple tasks and events simultaneously

### Collaborative

- › Ability to work well within a Christian ministry setting, with respect for the church's mission and values.

### Communicator

- › Strong communication and interpersonal skills.
- › Communication with other ministries: Maintain open communication with ministries regarding event progress to ensure quality service.

### Experienced

- › Previous experience in similar role is desired.
- › A degree of knowledge in the food industry is preferred.
- › Basic knowledge of food safety regulations such as handling, serving and storing food properly.