

Ebenezer Baptist Church
Caterer Coordinator/Facility Technician Job Description

Classification

Exempt

Reports to

Executive Pastor and Facility Manager

Date

07/30/2019

JOB DESCRIPTION

Caterer Coordinator/ Facility Technician

Summary/Objective

The Church caterer manages all kitchen functions, hires, trains and manage catering staff to ensure customer satisfaction. Responsible for preparing meals, serving meals, cleaning up the venue after the event, facility and grounds, routine facility and grounds equipment repair duties.

Essential Functions.

- Coordinate all food service duties at events
- Ability to meet deadlines consistently
- Create and submit event contracts with regard to meal preparation and delivery
- Plan menus to ensure all meals meet the customer's expectations
- Source all ingredients for planned menu in advance of each event
- Transport, meals and associated items to event venue
- Serve meals and beverages to event attendees
- Maintain Safety standards of cleaning up venue after the event to ensure no food, plates, beverages or other debris that remains behind
- Coordinate catering charges and billing with the finance office prior to consulting with customers about any meal or head count changes prior to the event.
- Inspect final arrangements with the customer to ensure satisfaction
- Submit invoices for customers in accordance with church policies and timelines
- Coordinates catering events with Event Director
- Complete inspections of church, grounds and buildings with Facility Manager
- Makes routine grounds and facility equipment repairs as assigned by the Facility Manager
- Assists with facility and ground maintenance work projects

Competencies

- Ability to analyze and solve Problems.
- Ability to work well with others and be a team player.
- Ability to follow written and verbal direction.
- Ability to communicate effectively both orally and in writing.
- Time management skills to organize and prioritize workload, meet deadlines and manage many projects simultaneously.
- Results Driven.
- Ability to be Flexible.
- Ethical Conduct
- Confidentiality
- Knowledge of Safe Service Standards, Regulations and Practices.
- Good computer skills are imperative (MS Windows, Word, Excel, Access, PowerPoint, Outlook) and ability to learn other software..
- Proficiency in the use of standard office tools (PC, copy machine, calculator etc.)
- Should possess good administrative skills and the ability to work independently without supervision
- Enjoys serving working with, and motivating people
- Ability to determine appropriate staffing levels to meet deadlines consistently
- Customer/Client Focus with a desire to create the best customer service experience

Supervisory Responsibility

This position supervises kitchen and catering assistants.

Work Environment

This job operates in a professional church kitchen and office environment. This role routinely uses standard kitchen and catering equipment, maintenance and grounds tools and equipment as well as office equipment such as computers, phones, photocopiers, and fax machines.

Position Type/Expected Hours of Work

This is a full-time position. Days and hours of work are Sunday through Thursday, 9:00 a.m. to 6 p.m. except during special events.

Travel

This position may be required to travel in the metropolitan Atlanta area.

Required Education and Experience

Catering and Safe Serve Certifications

High school diploma or GED.

Preferred Education and Experience

- Bachelor’s degree in Culinary Arts or or other Nutrition related degree.
- 2 to 5 years’ experience in catering
- 2 to 5 years experience as a supervisor or manager

Additional Eligibility Qualifications

- Must be able to work in conditions involving noise, heat, temperature changes, kitchen elements, moisture, etc.
- Must have excellent time management skills to ensure timely food production
- Be flexible for varying shift/hours and overtime
- Be punctual and reliable and committed to each assignment
- Be knowledgeable about and able to use a kitchen and food preparation equipment safely

Work Authorization/Security Clearance

Other Duties

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.

Signatures

This job description has been approved by all levels of management:

Manager_____

HR_____

The employee signature below constitutes employee's understanding of the requirements, essential functions and duties of the position.

Employee_____ Date_____