



Food Service Coordinator/Team Member

The schedule for this role spans Monday through Thursday, alternating Wednesday evenings and early Tuesday mornings. Part-time hours range between 20 and 30 hours per week. Flexibility is essential for event coverage, occasional weeknights, and weekends.

About this role: This position requires familiarity with inventory management and vendor interactions. Prior culinary experience is desirable.

What you will do:

- Supervise inventory management and communicate with vendors for orders.
- Coordinate Server Team schedules for regular food service and special occasions.
- Supervise the Server Team and department volunteers during events.
- Ensure efficient use of food products to optimize yield and control costs.
- Prepare food for weekly events.
- Update and maintain pricing order guide with the Food Service Manager.
- Receive and restock inventory from truck deliveries, adhering to quality and sanitation standards.
- Manage event logistics, including setup and cleanup, while attending weekly meetings and training sessions.
- Update price quotes for the Food Service Coordinator and lead at major events.
- Be available for some evening and weekend shifts and early Tuesday mornings.
- Be open to learning and assisting at the coffee kiosks when necessary.
- Perform other duties as directed by the Food Service Manager.

What you bring:

Qualifications

- A ServSafe certificate is a prerequisite, and candidates must be willing to pursue certification if not already obtained.
- Proficiency with the complete Google Suite is also preferred.

Characteristics

- Candidates must demonstrate a personal and evolving connection with God and a receptive attitude toward learning. They should commit to ongoing personal development and resonate with Res Life Church's mission, vision, and leadership ethos. Regular attendance at weekly services is mandatory.
- The ideal candidate should possess strong motivation and a proactive approach.
- They should adeptly troubleshoot and offer solutions for both internal departments and external vendors.
- Organization and multitasking capabilities are essential.
- Availability to work every other Sunday and early Tuesday mornings, as well as a working proficiency in cooking and food preparation, are necessary.
- A genuine enthusiasm for hospitality and exceptional customer service skills are vital.
- Key traits include the ability to thrive under pressure, make quick decisions, and inspire others with a positive demeanor. Adaptability to change is indispensable.

Physical Requirements

This position may require standing for long periods with repetitive bending, lifting up to 50 lbs, and traversing the campus throughout the day.

The above duties, activities, or responsibilities may be supplemented periodically.