

# Midland's Open Door Job Description

*The life-transforming power of the gospel of Christ calls us to walk with the homeless, hungry and hurting; modeling God's love through biblical hospitality and supportive services.*

<b>Position Title</b>	<b>Food Service Coordinator</b>
<b>Supervisor</b>	<b>Executive Director</b>
<b>Effective Date</b>	<b>07/2021</b>
<b>Status</b>	<b>Full-time Employee</b>

## Summary

To assist in fulfilling the purpose and mission of Midland's Open Door (MOD) by managing all food service operations, including shelter and soup kitchen meals, food service employees and volunteers, events, and guests participating in the ministry's work program.

## Essential Functions

1. Coordinate all food donations and menu planning for soup kitchen and shelter meals.
2. Maintain the organization of all food service supplies and storage areas, directing kitchen activities in compliance with food safety and handling standards.
3. Order supplies and ensure proper coordination of all supplies and donations.
4. Maintain high standard of confidentiality of all shelter and soup kitchen guests.
5. Direct all food service activities including the supervision of food service employees, volunteers and shelter guests serving in the food service areas.
6. Develop and implement training for all staff and food service volunteers.
7. Develop and maintain written policies and procedures for food service operations.
8. Supervise and provide discipleship of guests enrolled in the ministry's work program.
9. Maintain shelter guidelines and the ministry's values, arbitrating disputes and disagreements among shelter and soup kitchen guests as needed.
10. Network with area churches, businesses and agencies regarding food donations and volunteers.
11. Ensure accurate statistical data is gathered and reported in a timely manner.
12. Maintain cleanliness and organization of the food service areas at all times.
13. Implement the strategic plan related to food service operations and outcomes and assist in the development and implementation of ministry policies and procedures.
14. Attend staff meetings and contribute to the efficiency and effectiveness of the ministry.
15. Have an overall working knowledge of the philosophy, policy, program and development of MOD in order to promote the ministry and help accomplish organizational goals.
16. Work to protect the reputation of the ministry.

17. Attend MOD sponsored meetings and events, including religious activities, as directed.
18. Position will require some travel to other facilities and/or special events.
19. Must be able to work flexible hours to support services for special projects or events that are held in the evening or on the weekend and must maintain on-call hours for maintenance emergencies and donations requiring staff presence.
20. Perform other duties as assigned

## **Qualifications**

- Must provide a clear biblical testimony of a personal experience of receiving, by faith, the Lord Jesus Christ as Savior and give evidence of His presence in daily living (Romans 6:13; Ephesians 4:20-32; Philippians 1:9-11, 3:7-11).
- Actively seek the unity of believers.
- Christian maturity and a member in good standing of a local Christ-centered church.
- Possess a desire to serve in meeting the physical, spiritual, emotional and relational needs of the homeless, hungry and hurting; pointing them to Jesus Christ as Savior and Lord and teaching and modeling biblical stewardship and godly, interdependent living.

## **Education and experience**

- Trained in the food service industry with high level organizational skills and knowledge of food preparation standards. Current ServSafe certification is required.
- Experience working with volunteers is preferred; a minimum of three years of management experience is required.

## **Skills and abilities**

- Ability to plan and execute meals for up to 300 people.
- Creative, mature and proactive leader who thrives in a high-paced team environment.
- Ability to administer the ministry's programs and to interpret the program policies and procedures.
- Must be an effective leader with the ability to establish and maintain effective working relationships with peers, volunteers, shelter and soup kitchen guests, and the public.
- Ability to present ideas clearly and concisely, orally and in writing.
- Knowledge of the dynamics of homelessness, substance abuse and poverty.
- Strong interpersonal skills and a demonstrated ability to relate to people from diverse backgrounds.
- High personal integrity.
- Effective problem-solving and conflict resolution skills.
- Basic skills in the operation of office tools: word processing, spreadsheets, e-mail, and calendaring.

## **Physical**

- Sitting or standing for long periods of time to perform job functions
- Manipulate, handle, feel and control items or equipment
- Ability to read, write and interpret written documents
- Ability to lift and move objects weighing up to 40 pounds

---

Employee Signature

---

Date