

Ministry Profile
ENGLEWOOD BAPTIST CHURCH

POSITION: Food Service Assistant

REPORTS TO: Food Service Coordinator

OVERVIEW: This position provides food preparation and services for the Englewood Baptist Church Café and other ministry functions.

HOURS PER WEEK: 7-8 hours and additional hours as needed for events

REQUIREMENTS:

- Member of Englewood Baptist Church
- Excellent interpersonal communication skills
- Demonstrate exemplary work ethic
- Acceptable background check

GENERAL ABILITIES NEEDED:

1. Engaging personality and ability to connect with customers.
2. Overseeing the food preparation and service.
3. Obtain and maintain a ServSafe Manager Certification.
4. Physical ability to stand/walk for extended periods of time, ability to lift, store, and retrieve food items and various supplies.

ESSENTIAL RESPONSIBILITIES:

1. Clean and sanitize café and kitchen areas including all equipment.
2. The ability to process cash and credit transactions for customer purchases.
3. Stock the café and kitchen with supplies as needed.
4. The ability to multitask, including cooking, cleaning, and engaging with customers.
5. Assure that all Health Department regulations are being followed.
6. Regular communication and scheduling with the Food Service Coordinator
7. Willingness to respond to other tasks outside of normal responsibilities.
8. Fill-in for the Food Service Coordinator as needed
9. Other duties as assigned.