

## Food Services Specialist

Part-time up to 20 hours/week. Hours vary base on Ministry Events.

*To join the church staff you must be (or be willing to become) a participating member of Brookwood Church. This includes taking the Brookwood Membership Class.*

### Background, Skills Experience

- Previous food service experience preferred.
- Outstanding customer service skills.
- Strong communication and interpersonal skills.
- Ability to schedule tasks to meet Ministry plans.
- Experience processing invoices, credit card transactions for payment.
- Prior church experience a plus.

### Responsibilities

1. Attend Tuesday morning Blueprint meetings to understand upcoming event needs.
2. Self-Manage a schedule ensuring all events needs are met.
3. Support all Ministry Catering Requests with food, beverage and paper good orders from Coca Cola, Sam's, Restaurant Depot, US Foods, ARAMARK (table cloths), West End Coffee and Party Shop.
4. Weekly – provide transportation to/from stores and move purchases from car to inventory areas within the Church.
5. Weekly - supply snacks to departments, Production, Greenroom, Coffee Stations, South Campus for band, coffee for Crave, Care Ministries office, BrookwoodKiDs Sunday Volunteers.
6. Keep Kitchen organized and clean. Clean out refrigerators and freezers as needed.
7. Keep a stock of paper products (plates, utensils, cups, napkins) plastic table cloths for formal and informal events. Deplete inventory of Café items.
8. Act as the liaison between Ministries and Food Service providers.
9. Process all bills in SAP Concur.
10. Process all Ministry cross-charges with Financial Services – Store purchases, sodas used.
11. Provide suggestions to Management to enhance offerings.
12. Additional duties as required.

### Applications and Tools

- Microsoft Office – Outlook, Word and Excel.
- SAP Concur for invoice and expense processing.
- Reference and utilization of current Brookwood policies and procedures.

### Development and Performance Management

- Formal performance reviews will be held once a year.
- Training and development will be determined with supervisor.