



110 N. POPLAR STREET • P.O. BOX 352 • WILMINGTON, DELAWARE 19899 • (302) 656-8542 • 653-8314 • FAX 777-5502

## **Full-time Food Service Director Position**

### **Purpose**

To minister to the spiritual, social, emotional and physical needs of the residents and guests by leading them to discover salvation and healing through the Lord Jesus Christ.

### **Job Objective**

- Chef-driven food service experience for large meals with a curative cuisine focus.
- To coordinate & oversee ordering, food prep. and sanitation for all Mission kitchens and food service activities
- To be responsible for prep. of meals on a regular shift, providing nutritious and attractive meals to program men, overnight guests, community, Mission staff and guests
- To supervise kitchen workers in their duties encouraging a spirit of teamwork
- To interview, train, supervise, counsel, schedule and evaluate residents/volunteers as it pertains to the food service areas
- To communicate effectively for short and long term planning
- To lead by example
- To oversee ordering, food preparation and sanitation and coordinate volunteers and program residents for special events including, but not limited to the Great Thanksgiving Banquet.

### **Qualifications**

- Be a born again, mature Christian able to clearly communicate the Gospel as opportunities during the work day arise; and regularly attend a Bible-believing church.
- Have a desire to serve the Lord through widely varied responsibilities to advance ministry to those currently homeless and the urban poor of Wilmington with a compassionate heart.
- Have cooking experience, including a good knowledge of Health Department expectations; including knowledge/certification in Serve Safe
- Have flexibility and be able to take instruction
- Have organizational skills and good communication skills
- Have knowledge of computer and inventory systems
- Exhibit leadership ability and ability to work with people
- Have a good understanding of other departments and their needs throughout the ministry
- Able to deal with people in a variety of circumstances
- Able to use good judgment to make independent decisions

- Process a servant's heart for people: compassion and understanding to work with individuals who are hurting

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- Maintain a public and private life consistent with the standards and policies of SBM
- Represent a clean and neat in appearance. - honest and trustworthy in character

### **Responsibilities**

- Seek to exemplify Jesus Christ daily and be prepared to share the Gospel as opportunities arise
- Lead the day-to-day operations of the food service department
- Must be able to implement new systems, communicate on a regular basis, and consistently follow through on tasks related to the highest quality and ultimate efficiency in the operation of Food Service
- Create weekly food orders and menu for both kitchens
- Develop menus that are nutritious and tasteful, using donated foods as much as possible
- Ensure that personnel and systems are in place to serve every meal
- Directly oversee weekly kitchen order deliveries (food & supplies)
- Use the warehouse inventory to compile a daily kitchen order
- Make sure the menu is followed by all kitchen workers
- Make sure food in walk-ins is dated and rotated on a daily basis
- Make sure cleanliness of kitchen facilities, sanitary practices of cooks & program staff, and quality service.
- Supervise the kitchen workers in both kitchens and dining rooms, preparing and serving program men and shelter clients as well as staff meetings, board meetings, special luncheons and events.
- Personally oversee hosting volunteers/donors coming to SBM to prepare and/or serve meals or any kitchen related projects. Ensure a positive experience and ensure Mission commitments are honored by volunteers/donors.
- Communicate the volunteer schedules to kitchen workers at SBM
- Resolve conflict through fair treatment and discipline
- Work in harmony with Men's Ministry and Family Ministry staff
- Participate in all required ministry activities
- Interact with professionalism and Christian maturity with all Mission management and staff
- Attend all lead management staff meetings
- Perform other duties as assigned by the President

Apply by sending resume and personal testimony to:

[kdorsey@sundaybreakfastmission.org](mailto:kdorsey@sundaybreakfastmission.org)

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