

New Covenant Bible Church

Ministry/Job Description

Position Title: Café & Kitchen Manager

This Position Reports to: Operation Manager

Position Summary: Responsible to lead and oversee NCBC café and kitchen. Provide quality food service promoting the development and growth of relationships.

Key Areas of Responsibility	Specific Tasks
1. Build and lead a team who provides food service	<ul style="list-style-type: none">• Provide recognition and appreciation for café and kitchen employees and ministry teams• Schedule and lead Café monthly staff meetings
2. Manage and oversee the food service functions for both café and kitchen	<ul style="list-style-type: none">• Prepare & distribute quality food products to be sold in Café• Plan & prepare menu• Manage and maintain Café inventory supplies• Maintain routine equipment maintenance, repair and cleaning• Participate in long-range planning• Maintain compliance with proper inspection, permits & licensing
3. Maintain nationally accepted food sanitation practices	<ul style="list-style-type: none">• Follow the proper food handling procedures for commercial kitchens• Follow proper cleaning procedures for commercial kitchens• Closely monitor food expiration dates
4. Manage and oversee the Main Street Cafe	<ul style="list-style-type: none">• Recruit, train, schedule, and lead café ministry team• Provide supervision to Sundays and specials events when Café is open• Develop and modify Café menu• Monitor income & expense activity providing control and reporting
5. Manage and oversee the kitchen	<ul style="list-style-type: none">• Assist Kitchen Coordinator in recruiting, training, and scheduling ministry team for ministry functions involving the Kitchen
Position Qualifications	
Education or Work Equivalency	<ul style="list-style-type: none">• Proven experience in food service management• 2-3 years of experience in a supervisory role
Required Qualification(s)	<ul style="list-style-type: none">• Flexible schedule with ability to work weekends & special events• Customer service focused
Desirable Qualification(s)	<ul style="list-style-type: none">• Leadership skills to create team-based environment