



Redland Baptist Church
6922 Muncaster Mill Road, Derwood, MD 20855

Food Service Manager Job Description

Qualifications:

Must have current Montgomery County Certification as Food Service Manager.

Responsible To:

Minister of Worship and Administration

A. General Responsibilities

1. Schedule, coordinate, and supervise all volunteer staff
2. Ensure that kitchen is operated at Montgomery County Standards
 - i. Cooking, Cleaning, Sanitizing, Servicing and Safety of Equipment
3. Follow procedures in Hazard Analysis Critical Control Plan (HACCP) [2016]

B. Prepare and Serve Weekly Wednesday Night Meal (September - May)

1. Shop for food
2. Purchase all support and paper goods supplies
3. Supervise prep and set of tables
4. Schedule and Supervise cooking and serving staff
5. Supervise all clean up (include Check fridge temp and stove/ovens to off)
6. Store air-dried items following day(s)
7. Supervise cleaning of dishtowels and wash clothes
8. Enlist cashier

C. Other Responsibilities

1. Coordinate certified food service training for kitchen staff
2. Coordinate training for support kitchen staff
3. Provide Support to Hospitality Team
4. Schedule a food service manager for all events when hot food is served from the ROC Kitchen
5. Maintain record of certification/training for all volunteers

D. Cleaning Schedule – (coordinate with Facilities Manager & keep record)

1. Hood - Grates behind the stove (twice a year)
2. Grease trap (twice a year)
3. Icemaker Filter change (twice a year)

Note:

This is a per service paid position at Redland Baptist Church
Pay scale is \$174.48 per Wednesday Night
Checks are distributed on a bi-weekly basis