

Title: Assistant Director of Food Service Ministry

First Presbyterian Church, Columbia, SC

Reports To: Director of Food Service Ministry

Position Type: Full-Time

FLSA Status: Exempt

Position Summary:

Working in collaboration with the Director of Food Service Ministry, this role oversees the use of a full-service kitchen to provide meals for church events, community outreach programs, staff functions, and special services. The role is ideal for someone passionate about hospitality, ministry, and food service excellence.

Key Responsibilities:**Kitchen & Meal Operations**

- Assist in planning and executing meal services for regular church activities
- Supervise food prep, cooking, and serving with attention to nutrition, portioning, and safety.
- Oversee kitchen cleanliness and sanitation procedures in compliance with local health regulations.
- Help manage food inventory, ordering, and deliveries.
- Ensure proper storage and labeling of food items.

Team Leadership & Coordination

- Support training and supervision of kitchen volunteers, part-time staff, or interns.
- Create prep and duty schedules for food service volunteers.
- Foster a welcoming and cooperative kitchen environment in line with the church's mission.

Event & Program Support

- Collaborate with church ministries to support food-related aspects of events such as:
 - Weddings, funerals, retreats
 - Youth and children's ministry activities
 - Outreach meals and community programs

Administrative & Financial

- Assist with food service budget tracking and cost control.
- Keep records of meals served, supplies used, and volunteer hours.
- Coordinate with the Director of Food Service Ministry on strategic planning and improvements.

Qualifications:

Required:

- 2+ years of experience in food service (restaurant, catering, institutional, or ministry setting)
- Basic knowledge of nutrition, food safety, and health codes
- Strong organizational and time-management skills
- Heart for ministry and serving diverse populations

Preferred:

- Experience in faith-based or nonprofit food service
- Supervisory or team leadership experience
- Familiarity with large-scale meal planning

Core Competencies:

- Servant leadership
- Team collaboration
- Cleanliness and attention to detail
- Communication skills (verbal and written)
- Initiative and dependability

Working Conditions:

- Work is primarily in the church kitchen and dining areas.
- Periodic standing, lifting, bending, and exposure to hot surfaces.
- Intermittent administrative work in office settings.