



# Redwood Gospel Missions

## Job Description

The Redwood Gospel Missions, in the Grace and Power of Jesus Christ, mobilizes our community to minister to the needy so that lives are transformed

- Job Title:** Catering Manager and Food Services Assistant
- Location:** 101 6th Street
- Ministry:** Food Services
- Time Commitment:** 40 hours per week
- Supervisor:** Director of Food Services
- Supervises:** Catering Staff, Volunteers and New Life Programs members
- Also works with:** Food Service Manager, Food Donation Field Agent
- Qualifications:** Applicant must have at least four years food service experience and an ability to work with others. Outstanding management and leadership qualities. An understanding of drug and alcohol recovery is a plus. Excellent culinary skills
- Position summary:** Assists supervisor with all aspects of food services responsibilities. Oversees catering operations. Lead cook for weekends.

### Duties and Responsibilities:

- \*Planning food and beverage menus for catering events.
- \*Maintaining and developing customer relationships and arranging food tastings.
- \*Gathering customers requirements (like number of guests and event dates)
- \*Help lead food prep team on site catering as well as assisting at banquets
- \*Ensure compliance with Health and Safety Regulations
- \*Train and manage wait staff and kitchen personnel.
- \*Manage stock and place orders with Food Services Director as needed.
- \*Oversee weekend kitchen coverage monitoring food and kitchen supply needed.
- \*Assist with education of all food service workers regarding Health Department regulations applicable to commercial food services
- \*Assist with storage and utilization of all food service and catering supplies
- \*Other duties assigned by Supervisor