



Redwood Gospel Missions Catering Manager & Food Services Assistant

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.

Location(s): 101 6th Street

Ministry: Food Services

Time Commitment: 40 hours per week

Supervisor: Director of Food Services

Also works with: Food Service Manager, Food Donation Field Agent

Supervises: Catering Staff, Volunteers, and New Life Programs members

Position Summary: Assists supervisor with all aspects of food services responsibilities. Oversees catering operations. Lead cook for weekends.

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.

Duties &

Responsibilities:

- *Planning food and beverage menus for catering events.
- *Maintaining and developing customer relationships and arranging food tastings.
- *Gathering customer's 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 the Food Services Director as needed.
- *Oversee weekend kitchen coverage monitoring food and kitchen supplies 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 as assigned by supervisor.