

JOB DESCRIPTION
DIRECTOR OF FOOD SERVICES
FIRST UNITED METHODIST CHURCH
72 LAKE MORTON DR, LAKE LAND, FL 33801

Revised: May 2026
FLSA: Administrative, Exempt
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General Qualifications

The Director of Food Services must be grounded in basic Christian doctrine and profess faith in Jesus Christ. The Director should have a strong understanding of food preparation for both large- and small-scale church functions, experience supervising kitchen staff, and skill in coordinating with church staff and volunteers. The role requires competence in ordering, budgeting, invoicing and maintaining a clean, organized kitchen, as well as the managerial ability to evaluate and strengthen the church's food service ministries.

Occupational Summary

The Director of Food Services oversees all church kitchens, dining areas, kitchen supplies, inventory, equipment, staffing and food service finances.

Reports to

Pastor of Church Administration/Church Administrator, or designee.

Supervises

Kitchen Manager, food preparation staff and volunteers. Works closely with the Facilities Department to coordinate sanitation, cleanliness, room setups and equipment repair or replacement.

Essential Duties and Responsibilities

Food Service Operations

- Plan menus; budget, purchase, prepare and serve food for all scheduled meals, snacks and church functions.
- Evaluate the feasibility of catering external food service requests in coordination with Facilities Use Request Team.
- Maintain high standards of sanitation in food handling, preparation, service and storage, ensuring compliance with local health and sanitation laws.
- Ensure, with the Kitchen Manager and staff, the cleanliness of all work and storage areas.

Financial Management

- Assist in preparing the annual kitchen budget; monitor expenditures and ensure adherence to budget guidelines.
- Notify the Church Administrator of budget variances and authorize expenditures within approved limits.
- Maintain accurate records of food, supply, staffing and operational costs.
- Submit monthly cost sheets to appropriate departments.
- Reconcile monthly credit card statements promptly.
- Manage and reconcile Food Services petty cash according to Finance Office requirements.

Staff and Volunteer Leadership

- Supervise assigned personnel within the approved staffing budget.
- Recruit, train and direct volunteer workers.
- Train staff and volunteers in proper food preparation and service procedures.

Facilities and Equipment Coordination

- Coordinate with the Facilities Department regarding servicing, repair and replacement of kitchen equipment.
- Coordinate all capital expenditure requests with the Church Administrator and Board of Trustees.

- Work with the church office and Facilities Department to schedule room setups for meals and events.
- Maintain and post all required governmental and OSHA information related to commercial kitchen operations.

Education, Training, and Licensure

- High School diploma or GED
- Valid Florida driver's license
- ServSafe certification

Skills

- Proficiency in Microsoft Outlook, Excel, Word, and food service management software.
- Ability to work effectively with church members, community groups, volunteers and staff.

Work Experience

Experience in church food service and supervision of multi-functional staff is preferred.

How To Apply

Resumes with cover letters are welcome at hr@firstumc.org. Include name in subject line.

Major changes in job descriptions must be approved by the Staff-Parish Relations Committee.