

Director of Food Services and Chef

Job Posting

May 2019

St. Martin's Episcopal Church in Houston, TX is currently seeking a full-time Director of Food Services and Chef. This role will support the Church by providing appropriate food service for church programs and special events. He or she must be committed to the Mission and Core Values of St. Martin's Episcopal Church.

The ideal candidate will possess a strong work ethic, positive attitude, friendly customer service skills, drive to succeed, and passion for culinary excellence. He/she is able to establish and maintain a favorable partnership with parishioners, customers and staff. This position reports to the Executive Director of Finance and Facilities.

Tasks & Responsibilities

- Coordinate with other staff members and parishioners to ensure that appropriate food service is provided for church programs and special events. Including:
 - Café Lunch Monday-Wednesday (225 customers), Sunday Lunch, Breakfast Service 3 times per week, Funeral Receptions and Various Monthly and Annual Church Related Events.
- Train and supervise kitchen staff members to ensure proper food preparation, sanitation and service.
- Develop creative, nutritious and cost-effective menus.
- Ensure that kitchen and equipment are clean and well-maintained.
- Obtain required health certifications.
- Order food and supplies to maintain appropriate inventory levels.
- Coordinate with caterers and other outside services when needed.
- Establish departmental goals and objectives by prioritizing related programs, managing the use of facilities, planning an appropriate budget, delegating tasks and evaluating progress regularly.
- Attend regular staff meetings and retreats.
- Perform additional duties as needed.

Qualifications

Required eligibility includes a college degree and 5 years of relevant work experience. Experience leading a team, mentoring and coaching subordinates is preferred.

Key competencies required for the position include:

- Strong leadership, communication, and organizational skills.
- The ability to work well under pressure and meet deadlines.
- Excellent problem-solving capabilities and judgment; ability to make sound decisions independently.
- Responds positively to changing business needs and responsibilities.
- The capability to adapt approach and methods to achieve results; recovers quickly from setbacks and finds alternatives.

St. Martin's offers a desirable work environment that is continually evolving, with competitive salaries, and a generous benefits package. Our selection process includes a background check and pre-employment drug testing.

Resumes may be emailed to recruiter@stmartinsepiscopal.org