



Koinonia Conference Grounds

Job Description

Job Title: Food Service Manager

Department: Food Service Pay range: \$28-\$35 an hour
Reports to: Exec. Director Category: Exempt
Date approved: January 2025

General Position Summary

Responsible for providing leadership and oversight of kitchen operations and staff, ensuring all meals and food prepared are of excellent quality, presentation, ample quantity, served hot and on time. Responsible for maintaining a safe and sanitary food service department.

Essential Functions/Major Responsibilities:

- Plan and assist in preparing all menus, and execution of guest meals.
- Assists with menu planning, complying with all appropriate portion sizes, standards of quality, health guidelines.
- Maintain department policies and procedures.
- Ensure all personnel perform their job duties and follow all health and safety guidelines.
- Schedules kitchen staff in conjunction with group needs.
- Coordinates with dining room staff and other departments to ensure prompt and cheerful service to the guests and good plate appearance.
- Maintain compliance with all applicable state and federal laws as they apply to food service.
- Stay current with trends and styles of the industry through attending seminars, food shows, culinary classes, and reading culinary literature.
- Assist as needed to cover absences due to illness, vacations, etc.
- Responsible for the maintenance, organization, cleanliness, and proper usage of the storage areas, coolers, and freezers.
- Assist with setup of coffee breaks, snacks, hospitality tables and coffee stations.
- Assist with guest's special diets as needed.
- Assist with food service laundry, including uniform inventory.
- Maintain inventory control through ordering, practicing good stewardship, and preventing waste.
- Provide and support a healthy spiritual environment within the food service department by personal example.
- Participate in regular staff meetings, and prayer times.

Secondary Responsibilities:

- Oversee dining room operations and maintenance:
 - Setup, serving and cleanup.
 - Appearance, cleanliness, and décor
 - Guest relations
- All other duties as assigned.

NOTE: This job description is not intended to be all-inclusive. Employee may perform other duties as needed to meet the ongoing needs of the organization.

Qualifications/Skills Required:

A Christian in agreement with KGC's statement of faith, and with a consistent Christian testimony and growing personal relationship with Jesus Christ, preferred.

- Current California's food handlers' card
- Adhere to KCG's dress code and professional standard for personal grooming and appearance
- A minimum of 1 year in a food preparation position preferred.
- Able to work well with co-workers.
- An eye for plate presentation.
- Satisfactory completion of a background investigation
- Ability to provide proof of eligibility to work in the United States

Physical Demands:

Sit	≤1	Consecutive hours	≤1	Total hours per day	
Stand/Walk	2-3	Consecutive hours	6-8	Total hours per day	
Employee may alternate between sit/stand as needed.					
<input type="checkbox"/>	Only uses left hand/arm		<input type="checkbox"/>	Only uses right hand/arm	
<input checked="" type="checkbox"/>	Uses both hands/arms				
		None or N/A*	Occasionally*	Frequently*	Continuously*
Hand/Wrist Work	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Grasping	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Pushing/Pulling	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Fine Manipulation	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Reach Above Shoulder	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Bend/Twist	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Kneel/Squat	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Climb/stairs	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Lifting/Carrying 1-10 lbs.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Lifting/Carrying 11-20 lbs.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Lifting/Carrying 21-50 lbs.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Lifting/Carrying over 50 lbs.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Distance objects are carried:	25 feet				
*Key					
Occasionally	Frequently		Continuously		
3 hours or less 1-33% of day 20 x per hour or less 60 x per day or less	3-6 hours 34-66% of day 20-120 x per hour 60-720 x per day		6-8 hours 67-100% of day More than 120 x per hour More than 720 x per day		

Employee signature _____ Date _____

Supervisor signature _____ Date _____