

OPEN DOOR MEAL COORDINATOR AT GRACE LUTHERAN CHURCH FAIRMONT, MINNESOTA

Goal: To minister to the church family and community by sharing in the responsibility to use safe food handling practices and overseeing selected scheduled events and meals

Position: Effective August 1, 2024

Report to: Senior Pastor

Core Responsibilities of the Position:

- Ensure the planning, organization and oversight for food preparation and service for Open Door Meals
- Recruit teams/assistants to help cook/serve/and clean for Open Door
- Purchase any food/drinks/supplies to be furnished by the church
- Keep pantry stocked and clean
- Identify and take corrective action to eliminate high-risk practices that increase the potential for food-borne illness after consultation with trained church food safety person
- Maintain kitchen cleanliness with checklists and signatures of participants
- Establish a procedure for cleaning and sanitizing utensils and other food contact surfaces
- Establish protocol for required temperatures for safe cold holding, hot holding, cooling, cooking, reheating, and storage of food
- Monitor identification of food to ensure safe food storage with proper dates and contents
- Routinely clean refrigerators and freezers in kitchen, pantry and lounge
- Conduct biannual cleaning of kitchen with volunteers
- Recommend purchase equipment needed to operate the kitchen
- Oversee budget and expenditures for the food service ministry under the Fellowship Committee
- Work with office and custodial staff regarding scheduling events, kitchen services, room usage and arrangements

Ministry Duties

- Carry out direction of the Church Council and Ministry Teams
- Report financial obligations to Church Finance Director