

HIS MANSION MINISTRIES

PO Box 40 Hillsborough, NH 03244-0040
Phone: (603) 464-5555 • Fax: (603) 464-5658 • hismansion.com

Food Services Manager/Cook

Mission: *To inspire Christ-like change through authentic relationships in a community context, with Biblical truth and love.*

Ministry Position:

The Food Services Manager job is, first and foremost, a ministry position. He/She is not only responsible for overseeing food preparation, but for modeling Christ-like behavior and for leading others in further pursuit of relationship with Jesus Christ through daily life. All staff members, including the Food Services Manager, are expected to be available to pray with and spiritually guide Residents, Servant Leaders, and other staff; cultivate genuine relationships with staff, Servant Leaders, and Residents; and to participate in regular time of community worship and prayer. These are done to fulfill our mission, as stated above. The Food Services Manager is also expected to sign a statement of agreement with His Mansion Ministries' statement of faith.

Summary:

All work is God-ordained and has a therapeutic value. It is a tool to train Residents and Servant Leaders in Christian character while giving them soft skills to compete in the marketplace. The actual accomplishing of the physical work and the therapeutic value are intertwined and cannot be separated. God calls us to excellence in accomplishing work.

The Food Services Manager promotes a healthy lifestyle via provision of healthy/comforting food. He/She also trains Residents, Servant Leaders, and Cooks in cooking and endeavors to promote enjoyment of nourishment both physically, emotionally, and spiritually, in line with our mission, vision, and values.

Qualifications:

- Christ-likeness, strong Christian faith, integrity, moral values, and convictions
- Relationally focused and service driven
- Knowledge of and passion for His Mansion's mission and philosophy of ministry
- If married, his or her spouse should be spiritually mature and willing to participate in the community
- Over 3 years of professional kitchen experience including managerial experience
- Ability and willingness to cook for large numbers of people (40-80 people on average)

- Experience/knowledge/certification in minor repairs/upkeep of equipment, budgeting, managing multiple people and projects at a time.
- Possess or able to acquire Serve Safe Manager certification
- American Culinary Federation certified a plus
- Knife skills and the ability to teach and demonstrate kitchen safety
- Working knowledge of canning/butchery/preserving (curing, brining, smoking)
- Strategic thinker/problem solver while keeping a professional presence
- Ability to communicate well (written/verbal) with all levels of guests and personnel
- Ability to work within a team as well as lead others
- Ability and willingness to train Residents, Servant Leaders, and staff in all things culinary
- Willingness to work holidays nights and weekends when necessary

Duties & Responsibilities:

- Responsible for entire operation of kitchen and dining facilities
- Maintain kitchen standards:
 - Ensure meals are served on time, taste excellent, are healthy and cooked properly
 - Ensure safety procedures and standards are in place and followed for all areas, whether or not they are directly supervised
 - Follow through with standard operating procedures, and adjust previous procedures as necessary
- Cook meals (for 40-80 people on average) when needed
- Order appropriate food at the right price
- Plan dining hall menu
- Manage kitchen budget
- Monitor and adjust inventory according to the number of people living on property (food and cleaning chemicals)
- Manage the cooks, canning room, and incoming butchered products and fruit/vegetable produce
- Manage food preservation, canning, freezing, smoking, and storage
- Plan for what food needs to be grown with the Ag department
- Manage butchering
- Keep records of everything grown/processed
- Train others in cooking, and foster their spiritual growth
- Supervise the Cooks and coach them on how to improve
- Delegate tasks and responsibilities (utilizing volunteers when appropriate) and encourage professional and Christ-like development
- Take part in on-call shifts on a rotational basis as a way to help the department share the load and to promote good morale within the department

Working Environment:

- Indoor work in a kitchen that can be upwards of 120°F
- Indoor work in an office

- Occasionally outside work with the Agriculture department
- Regularly stand or sit for many hours
- Occasionally lift heavy boxes of inventory weighing 50+ lbs
- Work varied schedule, especially longer days on holidays/special days
- Live on His Mansion property

Working Relationships:

Reports to: CEO

Works Closely with: Agriculture Manager, Men's Program Administrator, Women's Program Administrator, Facilities Manager

Direct Reports: Cooks, Canning Room Manager

This job description is not a complete description of all that is necessary to do your job. All employees are expected to do what it takes to work as a team, even with other departments, to serve Residents. This is not only an expectation but also a value that we hold to as an organization. We will help each other get the mission done.