



HAYWOOD ST

Associate Banquet Steward

The Associate Banquet Steward is an executive chef and highly skilled professional cook who assists Haywood Street's Banquet Steward in managing the day-to-day operations of the Downtown Welcome Table and its extension ministries. The Associate Banquet Steward is engaged with meal planning from conception to execution. They also play a key role with training and supervising companions (volunteers) to prepare, plate and clean up from Wednesday and Sunday feasts, served every week to between 300 and 600 hungry souls. The Associate Banquet Steward must embrace Haywood Street's theology of abundant grace and work to fulfill its mission of: *Relationship, above all else*.

Direct Supervisor: Banquet Steward

Duties and Responsibilities

- Assist with the design of menus that enhance the value and uphold the worth of everyone that they reach.
- Actively participate with meal preparation, service and cleanup on Downtown Welcome Table meal days.
- Work closely with the Banquet Steward on cost proposals for food, supplies and kitchen/dining room equipment.
- Create and test new menus.
- Design standardized food presentation guidelines for each dish.
- Ensure that all food preparation is in accordance with regulatory guidelines and food safety standards.
- Help assess the value and quality of bulk purchases.
- Look for ways to reduce spoilage of infrequently used items.
- Coordinate receiving donated food and supplies for the Downtown Welcome Table.
- Monitor inventory levels of purchased and donated food items.
- Participate in the orientation and onboarding of companions (volunteers) to help staff the Downtown Welcome Table kitchen and dish room.
- Prioritize and facilitate the involvement of marginalized individuals in leadership and participation within the Downtown Welcome Table.
- Provide hands-on training and supervision to kitchen and dish room companions.
- Work closely with the Companion Coordinator to forecast needed staffing for prep and meal periods.
- Work closely with local restaurant owners and chefs who participate with the Chefs @ Downtown Welcome Table program, welcoming visiting chefs into the kitchen and orienting them to our abundant grace theology.

- Assist with conflict resolution, de-escalation and problem solving within the Downtown Welcome Table arena.
- Work closely with the Director of Facilities on needed kitchen/dining room maintenance and repairs.
- Provide support to the Haywood Street Respite kitchen as needed.
- Other duties as assigned.

Desired Skills & Qualifications:

- Solid understanding and acceptance of Haywood Street Congregation mission and vision
- Able to work within a diverse community and appreciate different perspectives
- Genuine passion for people and ability to work as part of a team
- Able to work effectively with food vendors while maintaining cost controls
- Familiar with the commodities market
- Excellent working knowledge of restaurant equipment and their functions, including general HVAC, refrigeration, electrical, pressures and calibrations
- Servsafe Manager Certification

Work Environment & Conditions:

- 40 hour work week generally includes 2-4 intense days of meal prep and service with meetings and administration scattered throughout. Typical days off are Thursday and Friday, with allowance for scheduled vacation.
- Must be able to lift up to 25 pounds.
- Job requires willingness and ability to participate alongside companions in every aspect of food service, from prep and cooking to dishwashing and trash removal.