

**Catholic Diocese of Saginaw  
Position Description**

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**TITLE:** Food Services Specialist  
**DEPARTMENT/OFFICE:** Center for Ministry  
**SUPERVISOR:** CFM Coordinator  
**STATUS:** Casual, Non-Exempt, Hourly

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**DATE:** February 2019

**I. GENERAL DESCRIPTION**

The Food Services Specialist will ensure guests receive the highest standard of food services and hospitality at the Center for Ministry and at other diocesan sponsored events. This position will be scheduled based on the demands of the Center for Ministry with varying hours and includes evenings and weekends.

**II. DUTIES AND RESPONSIBILITIES**

The employee will assist in the preparation, serving, and clean-up of food & beverages, work the dishwashing operation, maintain a clean & safe working environment, and provide assistance in the set-up of events. Must have the ability to work independently and as a team member in providing food services. The employee must follow all state health codes and be Serv-Safe certified or have the ability to become certified upon employment. Maintains a professional appearance and proper hygiene at all times.

**III. WORKING CONDITIONS**

The physical demands of the position may include the ability to bend and lift up to 50 pounds, using safety precautions. While performing the duties of this job, the employee is required to stand, walk, bend, reach, sit, listen, communicate clearly, and use repetitive motion of the hands/wrists and feet.

**JOB DESCRIPTION REVIEW AND ACCEPTANCE:**

I understand this job description and its requirements. I understand that this is not an exclusive list of the job functions and that I am expected to complete all duties as assigned. I understand the job functions may be altered by management without notice. I understand that this job description in no way constitutes an employment agreement and that I am an at-will employee.

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Signature of Employee

\_\_\_\_\_  
Date

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Signature of Supervisor

\_\_\_\_\_  
Date

