



Job Description	
MWMW Position Title (type in CAPS): FRIDAY MORNING BREKFAST COORDINATOR	
Staff Group:	<input type="checkbox"/> Executive Staff <input checked="" type="checkbox"/> Program Coordinator <input type="checkbox"/> Operations/General Staff <input type="checkbox"/> Program Director <input type="checkbox"/> Program Staff <input type="checkbox"/> Administrative Staff <input type="checkbox"/> Retail Manager <input type="checkbox"/> Retail Staff <input type="checkbox"/> _____
Immediate Supervisor: MC Administrator and MC Director	
Tasks also assigned by: Associate Executive Director of Programs; Executive Director	
Immediate Subordinates: Volunteers and Work-study	
Status: <input type="checkbox"/> Exempt <input checked="" type="checkbox"/> Non-exempt	Position Originally Created:
	Date Last Revised: 11/18/2020
Hours Per Week: 4 hrs/week budgeted for breakfast. Hours on Fridays are 5:15 am to 8:15 am. Plus 1 hr/wk for coordinating/recruiting.	
General Summary: Friday Morning Breakfast is one of the original programs of MWMW: a program that brings together the diverse community of Waco including both people experiencing homelessness and those who have not. This position is responsible for Friday Morning breakfast for Meyer Center-MBK Shelter and Public Homeless Population. Typically the meal preparers/servers have been churches, organizations and individuals who either help on a rotational basis or one-time basis.	
Critical Functions and Responsibilities	
1. Ensure that the meal for Friday Morning Breakfast is cooked and served at the Meyer Center or other location in timely manner (schedule set in coordination with Meyer Center Director). Coordinate setup/breakdown dining room and kitchen daily including sweeping/mopping and cleaning as necessary.	
2. Recruit and supervise volunteers (and work-study student if available). Coordinate and schedule with groups and/or individuals to shop for food, cook, serve breakfast, clean up – and also to visit with others at the breakfast who may have a different life experience. Over the years other volunteers have played music, led bible studies, etc – so there is also opportunity to be creative in helping create a positive, fun and loving atmosphere of community before or during the breakfast time.	
3. Lead or delegate morning devotional and/or prayer.	
4. Stay up to date with Food Handler's and Food Manager's Certificates and keep kitchen up to Health Inspection Code.	
5. Assess the location of the meal, and as needed work with executive staff at MWMW to find location better suited to the goals of the program.	
Additional Functions and Responsibilities	
1. Facilitate and manage a safe and positive environment.	
2. Track food inventory, donations, and meet allotted budget.	
3. Be flexible to cater continental or prepared breakfast at MBK from time to time.	
4. Build relationships with churches, organizations, and individuals who might potentially participate.	
5. Build relationships with individuals experiencing homelessness.	

*The functions and responsibilities contained in this Position Description are not all inclusive.
Other duties and requirements may be assigned at any time.*

Requirements/Preferences	
Minimum skills and knowledge required: <ol style="list-style-type: none"> 1. Food Handler's Certificate 2. Understand basic concepts of Christian Community Development 	Skills and knowledge preferred: <ol style="list-style-type: none"> 1. Food Manager's Certificate (or willing to obtain) 2. Knowledgeable in food science and nutrition 3. Christian Community Development knowledge through experience, classes or seminars
Minimum previous experience required: <ol style="list-style-type: none"> 1. 1-year cooking 2. Coordinating and recruiting volunteers 3. Creating atmosphere of community and mutual appreciation and respect between diverse populations 4. Some experience with the homeless population 	Previous experience preferred: <ol style="list-style-type: none"> 1. 3-5 years cooking 2. Some culinary art classes or degree/Management in food services 3. Pastoral care experience
Minimum education required: <ol style="list-style-type: none"> 1. High School Diploma or GED 	Education preferred: <ol style="list-style-type: none"> 1. Culinary Arts Degree and/or Bachelor's
Minimum communication skills required: <ol style="list-style-type: none"> 1. Must have excellent interpersonal skills – able to communicate appropriately and compassionately under pressure. 2. Represent Mission Waco Mission World's values with participants. 	Communication skills preferred: <ol style="list-style-type: none"> 1. Bilingual. 2. Excellent ability to communicate.
Behavioral, emotional, mental requirements: <ol style="list-style-type: none"> 1. Must be a wise and mature Christ-follower. 2. Mindfulness. 3. Self-control (behavior)/Self-regulation (mental/emotional). 4. Assertive. 5. Respectful. 	
Other requirements: Able to keep flexible hours. Some light lifting (25lbs). Ability to serve in a fast-paced, high-pressure environment.	

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