

HOUSTON'S FIRST BAPTIST CHURCH

Position Assignment:

Proposed Job Title: Executive Chef

Department: Culinary

Recruited By: Geniffer Roach

Reports To: Hospitality Director

Location: Loop Campus

Status: Full Time Exempt

Proposed Employment Category: IV

Summary of Position: The Executive Chef provides inspired culinary leadership for all food service operations of the church, creating exceptional dining experiences that foster community, hospitality, and connection. This role leads menu development, food preparation, catering, and kitchen operations in support of worship services, ministry programs, church-wide events, and special gatherings. With a commitment to excellence, creativity, and faithful stewardship, the Executive Chef ensures every meal reflects the church's mission, values, and culture of hospitality.

Purpose: The purpose of the Executive Chef is to provide visionary culinary leadership that enhances the life and ministry of the church through excellent food service. This role exists to create hospitable, high-quality dining experiences that support worship services, church-wide gatherings, and ministry programs, while faithfully stewarding resources and reflecting the mission, values, and culture of the church in every aspect of kitchen operations.

Duties and Responsibilities:

- Provide strategic leadership for all culinary operations, including daily food service, banquets, conferences, weddings, funerals, and special church events.
- Design creative, seasonal, and event-specific menus that embody Southern hospitality, excellence, and broad congregational appeal.
- Set and maintain high standards for food quality, flavor, presentation, consistency, and portion control.
- Ensure kitchens operate with exceptional organization, cleanliness, safety, and efficiency.
- Recruit, train, lead, and mentor culinary staff and volunteers, cultivating growth and excellence.
- Build a positive, servant-hearted team culture that reflects Christian values and mutual respect.
- Schedule and deploy staff effectively to meet ministry needs while managing labor responsibly.
- Provide ongoing coaching, professional development, and constructive performance feedback.
- Develop, manage, and steward culinary budgets, including food, labor, and operational supplies.
- Monitor expenses and implement thoughtful cost-control strategies without compromising quality or hospitality.

- Source ingredients responsibly and partner with vendors to ensure quality, reliability, and best value.
- Maintain accurate inventory, purchasing, and receiving systems.
- Ensure full compliance with all local, state, and federal health and safety regulations.
- Uphold ServSafe standards and lead food safety and sanitation training for staff and volunteers.
- Establish and enforce kitchen policies related to sanitation, safety, and allergen awareness.
- Collaborate closely with church leadership and ministry teams to support events and ministry objectives.
- Ensure every dining experience reflects warmth, professionalism, and Christ-centered hospitality.
- Faithfully support and model the mission, values, and statement of faith of the church.
- Demonstrate a servant's heart and a genuine commitment to ministry through hospitality.
- Maintain professionalism, integrity, and a Christ-like attitude in all interactions.

This job description is not all-inclusive and can be modified verbally and in writing by the position supervisor.

Skills Requirements: Select all that apply

<input checked="" type="checkbox"/> Language skills	<input checked="" type="checkbox"/> Math skills	<input checked="" type="checkbox"/> Reasoning ability
PC skills: <input checked="" type="checkbox"/> Windows	<input checked="" type="checkbox"/> MS Office	<input checked="" type="checkbox"/> MS Outlook
<input checked="" type="checkbox"/> Administration	<input checked="" type="checkbox"/> Service to others	<input checked="" type="checkbox"/> Teacher/Leader
<input checked="" type="checkbox"/> Good Communication skills	<input checked="" type="checkbox"/> Team builder	<input checked="" type="checkbox"/> Self-disciplined
<input checked="" type="checkbox"/> Servant leader	<input checked="" type="checkbox"/> Decision maker	<input checked="" type="checkbox"/> Strong work ethic
<input checked="" type="checkbox"/> Empathy for ministry partners	<input checked="" type="checkbox"/> Attention to detail	

Education and/or Experience: Select all that apply

<input type="checkbox"/> College graduate preferred	<input type="checkbox"/> Administrative Experience	<input checked="" type="checkbox"/> Personnel Management
<input type="checkbox"/> Church Staff experience preferred	<input checked="" type="checkbox"/> Other: <u>Culinary Degree, 5-7 years of progressive culinary leadership experience, including large scale food service or catering.</u>	

Organizational Relationships: Reports to Hospitality Director

Working Conditions: Select all that apply

<input checked="" type="checkbox"/> 40 hour work week	<input checked="" type="checkbox"/> Additional hours as needed	<input checked="" type="checkbox"/> Occasional off campus activities
<input type="checkbox"/> Continuing Education	<input type="checkbox"/> Specialized training	<input type="checkbox"/> Occasional travel
<input checked="" type="checkbox"/> Other: Sundays, Evenings & Weekends as needed		

Prepared By: Geniffer Roach

Title: Hospitality Director

Date Prepared or Revised: February 2, 2026

Signature of preparer: _____

I have read and received a copy of my job description. I understand this document overrides anything I have understood in the past. I further understand that I am expected to work according to this job description. If I have questions concerning the work and what is expected of me, I will speak to my direct supervisor.

Employee Signature

Date

Print Name