

# Church By the Side of the Road

## Job Description - Kitchen Coordinator

**Position Title: Kitchen Coordinator**

**Job Classification:** Part-time (estimated weekly hours 14-20 hours, more for events)

**Principal focus:**

The Director of Kitchen Ministries will minister to the church family and community by directing the planning, preparing, and serving of healthy and tasty meals and snacks for Tuesday Free Lunch, Mid-Week Service, as well as overseeing kitchen use during wedding & funeral receptions, and other scheduled events.

**Regular duties:**

- Take measures to assure that church volunteers have current food handlers permits, as granted by the health department.
- Work with church family and community in planning menus for various events.
- Recommend tools and equipment needed to operate the kitchen to the Church Administrator.
- Maintain a stocked, clean and organized kitchen & pantry.
- Deep clean all appliances when needed.
- Assure the proper function of the kitchen and equipment.
- Complete grocery shopping list to fulfill kitchen service commitments.
- Work within a budget to prepare and serve meals for Tuesday Free Lunch and Wednesday services, as needed.
- Coordinate activities with the kitchen volunteers and other volunteer groups.
- Maintain and communicate kitchen staffing schedule with the Church Administrator.
- Work cooperatively & direct the duties of all volunteers.
- Work with office and custodial staff regarding scheduling events, kitchen services, room usage and arrangement, and support staff requirements.
  
- **Occasional duties:**
- Oversee & assist in kitchen use during events, weddings & funerals.
- Other kitchen duties, as they arise.
- Attend Kitchen Staff Meetings as scheduled by the Business Administrator.

- **Working Relationships - Internal:**
- **Reports to:** Business Administrator
- **May have regular contact with the following co-workers & peers:**
- --Church staff—scheduling room and kitchen use
- --Custodians—scheduling and room set-up
- **Job Classification:** Part-time (estimated weekly hours 14 – 20 hours)
- **Principal focus:**
- The Kitchen Coordinator will minister to the church family and community by directing the planning, preparing, and serving healthy and tasty meals and snacks
- Tuesday Free Lunch, weddings, funerals, and other scheduled meals.
  
- **Skills, Experience, & Educational Background:**
- Strong Christian faith
- Good Christian example
- Commitment to the church
- Must be familiar with county health inspection requirements
- Excellent cooking skills
- Strong math skills, required
- Well organized
- Planning & budgeting skills
- Must work cooperatively with all kitchen staff
- Able to lead others
- Cleanliness and attention to details, required
- Strong communication skills
- Work well with young and old alike
- Friendly, people person
- Mechanical skills, helpful
- Works well with volunteers
- Experience in this area preferred
- Flexible and able to work well under stress
- Able to work with a changing schedule (hours may fluctuate)