



## **Job Description: Kitchen Coordinator**

**Classification:** Part-Time Salaried (up to 28 hours/week, plus special events)

**Reports To:** Business Administrator/Bookkeeper

### **Position Summary**

The Kitchen Coordinator (Director of Kitchen Ministries) serves the church and community by planning, preparing, and overseeing the service of healthy, appealing meals for church ministries, daycare operations, and special events. This role provides leadership to kitchen volunteers while ensuring compliance with health standards, budget management, and smooth kitchen operations.

### **Key Responsibilities**

#### **Kitchen & Meal Operations**

- Plan menus and prepare meals for Tuesday Free Lunch, mid-week services, daycare meals (breakfast, lunch, snacks), and special events.
- Ensure timely food service (Daycare: breakfast at 8:15 a.m., lunch at 11:15 a.m.).
- Maintain a clean, organized, and fully stocked kitchen and pantry.
- Oversee proper use, function, and deep cleaning of kitchen equipment.
- Prepare grocery lists and manage food purchasing within budget.

#### **Volunteer & Staff Coordination**

- Coordinate, schedule, and supervise kitchen volunteers.
- Ensure volunteers maintain current food handler permits.
- Work collaboratively with church staff, custodians, and office staff on scheduling, room use, and event support.

#### **Daycare Kitchen Responsibilities**

- Meet monthly with daycare leadership to review and approve meal plans.
- Provide a monthly menu outlining weekday meals and snacks.



### **Administrative & Support Duties**

- Recommend kitchen tools and equipment as needed.
- Attend kitchen and staff meetings as scheduled.
- Oversee kitchen use during weddings, funerals, and other special events.
- Perform additional kitchen-related duties as needed.

### **Qualifications & Skills**

- Strong Christian faith and commitment to the church
- Knowledge of county health and food safety regulations
- Excellent cooking, planning, and budgeting skills
- Strong organizational, leadership, and communication abilities
- Ability to work well with volunteers of all ages
- Detail-oriented, clean, flexible, and able to manage changing schedules
- Experience in a similar role preferred

### **Compensation & Benefits**

- **Weekly:** \$554.12
- **Monthly:** \$2,216.48
- **Annual:** \$28,814.24

### **Benefits Include:**

- Employer-paid medical, dental, and vision insurance (dependents available at employee cost)
- \$10,000 employer-paid life insurance policy
- Paid vacation, sick time, and holidays