



## Kitchen Coordinator

**Note:** This position is available on or around 6/1/24. Resumes and applications are currently being accepted.

### **Position Purpose:**

The part-time Kitchen Coordinator (KC) is responsible for oversight of the Community Learning Center (CLC) kitchen and its inventory. This 14-hour per week non-benefits eligible position reports to the Director of Women's Ministry (DWM) and the Director of Operations. Responsibilities for this role require on-campus work with an anticipated set weekly schedule of Monday and Friday mornings from 8 –11 AM. The remaining 8 hours per week will be flexible and scheduled to provide coverage for events and activities throughout the week.

### **Position Summary:**

- Kitchen oversight and coordination
- Menu planning assistance
- Kitchen training
- Meetings

### **Personal Commitments:**

- Committed to Jesus Christ as personal Savior and Lord

### **Reporting Relationships:**

This position reports to the Director of Women's Ministry (DWM) and the Director of Operations

### **Required Skills/Abilities:**

- Hospitable
- Self-controlled, respectable, and friendly demeanor
- Good communication and people skills
- Organized and attentive to facility cleanliness
- Ability to work independently and be a supportive team player
- Love for the church

### **Supporting Experience:**

- Previous experience planning functions and events
- Some working knowledge of the CLC kitchen preferred

### **Education/Training:**

Working knowledge of commercial kitchens preferred but not required

## **Basic Roles/Expectations:**

### *Kitchen Oversight*

- Maintain a set weekly onsite work schedule of Monday and Friday mornings from 8 – 11 AM with an additional 8 work hours scheduled around kitchen utilization
- Coordinate with church staff and members to assist in planning on-campus events
- Receive kitchen items after events; clean and properly store
- Check refrigerators and freezers regularly to ensure consistent temperature is maintained
- Clean out refrigerators and cabinets and dispose of expired food
- Meet weekly with Event Planner (EP) to coordinate orders to replenish hospitality equipment, inventory, and supplies (foil, parchment, saran wrap, gloves, tea, sugar, beverage napkins, cups, lids, paper goods, food items, foil pans/lids, sterno, utensils, ziplocs)
- Work with the EP and the Operations Dept to plan/schedule/coordinate kitchen use and maintenance
- Maintain working knowledge of CCC facilities
- Must have a working knowledge of all kitchen equipment and policies to include:
  - Understand how all kitchen equipment functions and how to troubleshoot issues
  - Regularly check to ensure all kitchen equipment is in working order
  - Keep Operations Dept informed about failing appliances, plumbing, electricity, HVAC, etc.
  - A thorough understanding of kitchen policies and manuals
- Maintain awareness of when the kitchen is reserved for events and a willingness to check in after an event for any potential cleanup needed
- Maintain overall cleanliness of main kitchen, carts, pantries, and beverage stations
  - Put away kitchen items left to air dry from previous events as needed
  - Mop kitchen floor 1-2 times per month depending on usage
  - Clean stainless counters and appliances as necessary
  - Deep clean kitchen once a quarter
  - Clean and inspect pantries/beverage station/coffee station once per week, or more frequently when necessary (rolling coffee carts, counter, refrigerators, and air pots)
  - Monitor cleaning chemicals dispensers on dishwasher and triple sink; replace or order supplies as needed
  - Run commercial dishwasher weekly
- Manage linens in conjunction with EP
  - Track tablecloth inventory and coordinate laundry pick-up and delivery
  - Cleaning of Kitchen Towels/Bar Mops/Aprons
    - 1-2 times per week gather used towels and aprons from pantries/kitchen
    - Take home to soak/bleach/clean (or use church facilities)
    - Return and put away clean items
- Manage and maintain organization of hospitality equipment
  - Manage organization of upstairs and downstairs hospitality storage
  - Work with EP to create an inventory listing of available centerpieces

### *Kitchen Training*

- Train all staff, volunteers and paid workers who act as kitchen hosts, servers, and dishwashers
- Train all kitchen hosts/in-house caterers on procedures contained in the kitchen manual and provide instruction on the use of each piece of kitchen equipment
- Work with EP to maintain and update the kitchen training manual as needed

### *Meetings*

- Meet weekly with EP
- Meet monthly with DWM
- Attend WM events as needed
- Attend occasional WM staff meetings as requested

### **Physical Abilities:**

- Position involves light to medium walking, standing, stooping, carrying, and lifting of lightweight materials (under 25 pounds)
- Requires visual acuity to read numbers, letters, and images; depth perception; hand and finger dexterity to use a keyboard, and hand-eye coordination
- Requires speaking and hearing abilities which are sufficient to hear over phone, speak publicly, and carry on routine conversations

### **To Apply:**

Please visit <https://christcovenant.org/about-us/employment/>, complete an application, and email your application and resume to [humanresources@christcovenant.org](mailto:humanresources@christcovenant.org).