



CHRIST COVENANT  
CHURCH

## **Part-Time Christ Covenant Church Kitchen Coordinator**

### Position Purpose:

This person will also be responsible for the oversight of the CLC kitchen and its inventory.

### Proficiencies:

- Understanding of basic menu planning
- Excellent people skills
- Highly organized and detail oriented
- Ability to work independently and be a supportive team player
- Love for the church

### Personal Commitments:

- Committed to Jesus Christ as personal Savior and Lord

### Reporting Relationships:

- The Kitchen Coordinator will report to the Director of Women's Ministries

### Required Skills:

- Self-controlled
- Respectable
- Hospitable
- Not quarrelsome
- Competent Communicator

### Supporting Experience:

- Previous experience planning functions and events
- Some working knowledge of a commercial kitchen preferred

### Basic Roles/Expectations

- Work with church staff and members to assist in coordinating events on campus that require kitchen use
- Coordinate with Operations staff on maintaining schedule of kitchen use and to make sure all kitchen equipment is in working order
- Knowledge of CCC facilities
- Working knowledge of all kitchen equipment and policies

- Maintain regular office hours on campus
- Train staff, volunteers and paid workers who act as kitchen hosts, servers and dishwashers
- Maintain organization of hospitality equipment, manage inventory, and coordinate with Event Coordinator to replenish supplies
- Maintain cleanliness of main kitchen, carts, pantries and beverage station
- Meet monthly with supervisor-position is 10 hours per week