

Kitchen Coordinator: Job Description

10/2007

Purpose: The Kitchen Coordinator at Central Park Reformed Church receives a stipend in appreciation for the many extra hours needed to provide food for Central Park events put on for reaching out to all generations, all cultures, and all people as uniquely gifted by God.

Personal Characteristics & Qualifications

- Have a personal relationship with Jesus Christ
- Actively seek to enhance his/her spiritual journey through personal devotions, prayer and meditation.
- Model the love of Christ with warmth and integrity.
- Exhibit a spirit of cooperation and teamwork in working with staff and the congregation.

Responsibilities:

- Make sure that the two kitchens (ARC and Gathering Place) are stocked with the food goods, paper supplies, etc. that are needed for serving events.
- Train anyone that needs to use the kitchen appliances in how to use them correctly.
- Keep track of kitchen items (pots, pans, dishes, etc.) and figure out policies for their use and possible borrowing.
- Throw out past-deadline food items in the freezer, refrigerator and stock shelves.

- Inform Facilities Team if kitchen equipment needs repair or replacement.
- Make sure the kitchen equipment is cleaned and inspected regularly.
- Work with the Fellowship Team in meeting their needs.
- Answer to the Facilities Team.
- Although the Kitchen Coordinator may be involved with actual planning, preparation and service for events involving food at Central Park, that is not a requirement of this position.

Accountability

The Kitchen Coordinator is supervised by the pastor and accountable to the consistory through its Facilities Team. The Kitchen Coordinator will be expected to abide by the policies of Central Park Reformed Church.

While no written job description can be all inclusive of the tasks that accrue to a position, this document represents an attempt to provide a realistic overview of the primary responsibilities of the position.