

Kitchen Ministry Lead—Job Description

Job Title: Kitchen Ministry Lead

Job Status: Part-Time

Hours: 15-20 hours per week

Job Summary: Performs a variety of food service operations as directed by Parish Life Director of Trinity Episcopal Church and Warden or Vicar of Church of the Advocate.

Food Services

- Communicates and collaborates with Parish Life Director and Vicar or Warden of both Trinity Episcopal Church and the Church of the Advocate.
- Assists with managing all incoming and outgoing food (logging all incoming food), as well as collaborating with Food Connection and their partners in securing food donations for the Church of the Advocate.
- Ensures that all incoming food is correctly stored in the appropriate location (pantry, freezer, refrigerator).
- Maintains continuous inventory of food and supplies for the Church of the Advocate.
- Ensures necessary food and material goods are available for weekly meals.
- Maintains cleanliness in the kitchen work area food preparation area, refrigerator/freezer, pantry, as well as areas where food is consumed (Tuton Hall, and the Undercroft)
- Ensures all kitchen equipment is operating properly and is used properly to ensure kitchen safety.
- Reports any problems to the Parish Life Minister.
- Breakfast Coordinator at Trinity Episcopal Church works to help Parish Life Coordinator and volunteers prepare breakfast. You maintain the buffet line until breakfast is over 9:30a. Please clean Tuton Hall Kitchen, help dry dishes, and silverware.

Training/Ministry

- Leads all individuals working in the kitchen, including volunteers.
 - Communicates meal menus.
 - Directs the work of volunteers.
 - Trains and develops volunteers on prepping, cooking, sanitizing and working in a kitchen.

- o Trains volunteers on proper use of kitchen equipment.
- Provides a positive work environment for volunteers.
- Serves as a role model to parishioners, volunteers, and staff by actions, appearance, manners, language, and conduct.

These duties are not exclusive and with consideration of the job requirements and the employee's skills, this job description can be added to or taken away from at the discretion of the Parish Life Minister.

Job Skills & Requirements

- High school Diploma or GED and minimum of 5 years of food service experience.
- ServSafe Certification preferred.
- Ability to:
 - o Work and communicate effectively with others.
 - o Work with all levels of the organization in a cooperative manner.
 - o Frequently lift, carry, push, or pull boxes weighing up to 50 pounds.
 - o Stand for up to 4 hours at a time; frequent lifting, bending, and stooping in the course of a work day.
 - o Work special events and some holidays, as needed.
 - o Operate Kitchen Equipment.
 - o Manage tasks and meet time schedules.
 - o Work independently with little supervision.
 - o Track data and reporting in computer applications (Google Workspace)
 - o Maintain proper sanitation regulations and food handling guidelines.

Apply by sending an email along with your resume to bwilson@reddooravl.org.