

Title: Wednesday Meal Coordinator
Category: Support
Reports To: Groups Pastor
Employee Type: Part-time (5-7 hours per week) \$12.00 per hour

Summary

- The Wednesday Meal Coordinator is responsible to plan and implement Wednesday evening meal services for guests. This position works with the Hospitality Coordinator to plan and execute menus for Wednesday evening meals. This position will schedule and work directly with Breakfast Leads and volunteers to plan the meals, shop for food and supplies, and will manage the Leads and volunteers from prep to clean up.

General Requirements

Maturing Believer
Aligned with GBCC Vision, Mission, Values
Experience serving in a church in a leadership role (paid preferred but not required)
Experience coordinating volunteers
Experience using Mac products, Excel, Word, databases

Job-Specific Skills

- Work with the Hospitality Coordinator to design and execute menus for Wednesday night meals
- Shop for food and supplies as needed, or delegate to a trained volunteer or Kitchen Lead, primarily at Sam's Club
- Schedule volunteers weekly for Wednesday Night Meal Team and Prep Teams
- Create a fun and enjoyable experience for the volunteer team
- Bring a volunteer team together to:
 - a. Set up/serve/break down/clean up kitchen and meal area in the auditorium
 - b. Coordinate Prep Team for meals, typically on Tuesday nights 6:30-8:00 pm
 - c. Keep teams on schedule
- Responsible for managing the Leads and assigned volunteer team
- Bring leadership, direction, encouragement and organization to the volunteer team.
- Wednesdays:
 - a. Set up tables for serving food
 - b. Set out plates, utensils, etc.
 - c. Put meal items in chafing bowles or dishes
 - d. Provide water pitchers, cups, etc.

If interested, please submit application to LeeannL@gbcc.me or email for questions.

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