

# Kitchen Coordinator

## Point Loma Community Presbyterian Church

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### Our Vision

*Loving Everyone to LIFE with Everything we Have*

### Our Mission

*Through authentic community, we seek to Experience Jesus, Strengthen the Church, Journey into Deeper Faith, and Transform our World.*

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## MAJOR PURPOSE AND SCOPE

The Kitchen Coordinator plans and prepares meals for senior adults at our monthly Senior Adult Ministry events, as well as other church events to encourage fellowship within the church family and outreach to the greater community.

## JOB DESCRIPTION

### *Menu Planning/Food Preparation/Set-up*

- Plan a monthly lunch menu by the 15<sup>th</sup> of each month for the following month, to serve approximately 50-80 people in the Family Life Center, buffet-style (September-June)
- Shop for groceries for lunches, staying within budget as outlined by Director of Senior Adult Ministry
- Monitor pantry items and replenish when needed

### *Food Preparation/Set-Up*

- Ensure quality of food with balance of flavors and variety of style
- Practice proper and safe procedures in food storage, preparation and serving
- Prepare food service line in a timely way to be able to serve food hot and quickly
- Clear away extra food; store or discard leftovers properly
- Clear and process tableware/flatware through dishwasher

### *Special Events*

- Plan, shop, prepare and serve meal for annual Christmas Reception (first Sunday of December)
- Occasionally assist other church ministries in special events such as all-church BBQ, holy week dinners as needed.
- Assist with Coffee on the Porch receptions when hosted by Senior Adult (quarterly)
- Prepare sack lunches and assist Director on senior outings when needed
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### *Accountability & Evaluation*

- Reports directly to Director of Senior Adult Ministry
- Maintains clear, regular and prompt communication with the Director of Senior Adult Ministry
- Performance and terms of employment are reviewed after the first 90 days and annually thereafter
- Participates in annual performance evaluation

## QUALIFICATIONS

### *Experience/Education/Character*

- Certified Food Handlers Certificate
- High School Diploma or equivalent
- General awareness of dietary needs of older adults
- Creativity and enthusiasm for menu planning and food preparation
- Ability to work courteously under pressure and complete tasks in a timely and efficient manner
- Ability to coordinate volunteers in the kitchen
- Ability to stand for extended periods of time; lift and move pantry items
- Must be dependable and available to work per the luncheon schedule
- Familiarity with working in a commercial kitchen helpful
- Must be a professing Christian

## POSITION SPECIFICS

- This position is part-time, non-exempt (12-15 hours/month)
- Rate: \$20/hour
- Accountable to the Director of Senior Adult Ministry

Employment is contingent upon a satisfactory completion of a background check (including but not limited to an investigation with the State and Federal authorities regarding any history of criminal activities), and enthusiastic personal and professional references.

Interested applicants are requested to provide a detailed resume with all relevant experience to [elaine@pointlomachurch.org](mailto:elaine@pointlomachurch.org)