DIRECTOR OF KITCHEN MINISTRIES

FIRST UNITED METHODIST CHURCH
LAKELAND, FLORIDA

Revised: May 2023
FLSA: Administrative, Exempt, FT

General Qualifications:
A candidate, grounded in basic Christian doctrine, having and professing faith in Jesus Christ, shall fill the position of Kitchen Manager. He/she must have a thorough understanding of equipment and procedures, and shall demonstrate managerial skills necessary to improve the facility services to the congregation.

Occupational Summary:
To oversee the operation of all church kitchens, dining areas, kitchen supplies, inventory and equipment.

Reports to:
Church Administrator

Supervises:
Food preparation staff; works in close conjunction with Property Manager to coordinate sanitation and cleanliness of kitchen and repair and replacement of equipment.

Work Performed:

a. Plan meals. Purchase, prepare and serve food for all scheduled meals, snacks and social functions as requested.
b. Supervise assigned personnel. Enlist and direct volunteer workers. Train workers in proper food preparation and service.
c. Maintain high standards of sanitation in cleanliness of cooking utensils, dishes, glasses, flatware, and in food handling, preparation, service and storage to assure compliance with local health and sanitation laws. Kitchen manager is responsible for cleanliness of work and storage areas.
d. Maintain accurate records in cost and operation.
e. Submit monthly costing sheets as billing to various departments.
f. Coordinate with Property Manager servicing, repair and replacement of equipment in the kitchen as required.
g. Coordinate all capital expenditures with Church Administrator and Board of Trustees.
h. Work with church office as to room arrangements for all meals and social functions
i. Assist as requested by staff and clergy.
j. Manage and reconcile facilities department petty cash.
k. Assist in preparation of kitchen budget; monitor and ensure adherence to budget; apprise supervisor of variances; authorize expenditures within budgetary limitations.
l. Maintain and post all required governmental and OSHA information as it pertains to commercial kitchen.
m. Attend weekly staff meetings.
n. Perform other related duties incidental to the work described herein or as delegated by the Church Administrator.

Education/Training/Licensure: High School diploma or GED; possess a valid Florida driver's license.

Skills:
Software - Microsoft Outlook, Excel, Word
Person must possess the ability to work well with church or community groups, individuals and staff.

Work Experience: Experience in church food services supervision of multi-functional staff is desirable.