



We gather, connect, and serve so all may experience the love of Christ.

KITCHEN MANAGER AND CHEF

Part-time

08/20/2025

Accountable to: Associate Director of Discipleship (Intergenerational Ministry)

Purpose: To provide meals for the ministries of the local church, adhering to the highest standards of food preparation established by local government health organizations and providing hospitality and care for the congregation and wider community.

Qualifications: A two year degree or equivalent practical experience in restaurant or kitchen baking and food preparation is desired; to include knowledge of proper storage methods, cooking temperature requirements, sanitation procedures, and the safe use of a variety of kitchen utensils and food processing equipment.

Primary Duties and Responsibilities:

Mid Week and Marksmen Oversight—

1. Provide a variety of high quality, nutritious meals for weekly Mid Week and twice a month Marksmen meals, ensuring that all foods, ingredients, and seasonings are carefully prepared in accordance with applicable county health food standards.
2. Work with volunteer or additional chefs, if any, for the evening's menu and preparation.
3. Communicate the menu to the proper office staff to advertise appropriately.
4. Determine menu needs in advance of scheduled events and purchase food items as required. Minimize food costs where possible utilizing bulk food purchases, coupon shopping, and items on sale for current or future meals. Provide all receipts for expenditures as soon as possible to the Bookkeeper for posting and disbursement purposes.
5. Properly containerize, date, and/or cover all foods stored in refrigerated and freezer storage areas to prevent spoilage of raw, partially cooked and/or cooked menu items. The use of leftovers and/or previously cooked foods for future meals will be in accordance with the regulations provided for storage and use contained in county health food guidelines.
6. Oversee the cleaning and sanitation of all table settings and equipment used in the preparation of foods, including the cleaning and sanitation of countertops and dining tables.
7. Report any equipment malfunctions and/or kitchen facility issues which may occur or may potentially cause injury to food handlers or may impair the safe handling and preparation of foods to the Maintenance Coordinator.
8. At the conclusion of each Soul Station meal, ensure that the overall kitchen areas are cleaned and ready for the next meal preparation activity; to include the dishwashing area, refrigerator and freezer, storage areas, floors, ovens, tables and equipment used for food preparation. All tableware, including dishes, glasses, cups and utensils that are used will be cleaned, sanitized and stored properly.

Provide hospitality for funerals and memorial services as needed for additional hours

1. Provide a selection of menus for the family to choose from: brunch, cookies and punch, light lunch
2. Plan menu in consultation with the family, as needed.
3. Shop for all groceries and supplies needed for the meal
4. Arrange volunteers to help prepare, serve and clean-up

Other Kitchen Responsibilities

1. Maintain fully stocked inventory of shared supplies.
2. Train, or arrange training, for all kitchen users of kitchen equipment including, but not limited to, the Rational steam convection oven, commercial dishwasher, and electric roasters.
3. Maintain kitchen manual and revise as needed.
4. Maintain inventory of all kitchen items.
5. Check and log temperatures of refrigerator and freezer weekly.
6. Ensure food products are stored in compliance with food safety regulations.
7. Maintain appropriate Material Safety Data Sheets (MSDS).
8. Check refrigerator, freezer, and cabinets weekly for outdated items and ensure disposal of outdated or unlabeled items.
9. Monitor and clean Rational oven and dishwasher as needed.
10. Coordinate annual deep cleaning of kitchen and storage areas.
11. Ensure used towels and aprons are washed, returned and available for the next use of the kitchen.
12. Maintain fully stocked first aid kit.

Physical Requirements and Skills:

1. Stand and walk for long periods of time, plus bending and twisting.
2. Lift heavy objects.
3. Use hands to handle, control, or feel objects, tools, or controls.
4. Repeat the same movements.
5. See details of objects that are less than a few feet away.
6. Speak clearly so listeners can understand and understand the speech of another person.

This position is part-time, 10 hours a week, and not eligible for benefits beyond sick pay.

Kitchen Manager and Chef — 10 hours a week

Funerals and memorial services are extra

Rate of pay— \$20 an hour