

# Kitchen Coordinator

## Point Loma Community Presbyterian Church

### Our Mission

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

### MAJOR PURPOSE AND SCOPE

To plan and prepare monthly meals for senior adults attending the Senior Adult Ministry events in the Family Life Center, September through June, in keeping with the mission of the church and 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
- 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*

- Along with Kitchen Assistant, set up Family Life Center the day before luncheon with table settings, décor, coffee/snack table
- 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)

#### *Accountability & Evaluation*

- Reports directly to Director of Senior Adult Ministry
- Maintains clear, regular and prompt communication with the Director of Senior Adult Ministry
- 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 stand for extended periods of time; lift and move pantry items
- Familiarity with working in a commercial kitchen helpful

#### **POSITION SPECIFICS**

- This is a part-time, hourly position 12 hours/month
- Hourly rate: \$15
- 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.