

Union Church
Berea, Kentucky
Kitchen Manager

Position Title: Kitchen Manager

Position Title of Supervisor: Church Administrator

Position Type: Full-Time Part-Time

Temporary Appointment Through (Date):

Expected Weekly Work Hours: 5-10 depending upon demand; possibly fewer when kitchen is not used.

Expected Weekly Work Schedule: Varies; includes some evenings and weekends. Examples: A hospitality hour with food donated by volunteers is held on Sunday mornings after the church service. Scheduled evening dinners are held for church members. Receptions are occasionally held for events such as weddings and funerals with food donated or catered.

Classification: Exempt (Salaried) Nonexempt (Hourly)

Qualifications

- **Education required to ensure success in this position:**
 - High School diploma
 - Culinary or kitchen management education, training, or certificate preferred.

- **Experience required to ensure success in this position:**
 - Work experience in a commercial, organizational, or other large kitchen or food service
 - Managerial or leadership experience with teams of people in a food service environment
 - Experience in food preparation, presentation, and clean-up for groups

- **Special Skills, Knowledge, and Abilities:**
 - Culinary skills in preparation of food for small to large groups, including vegan and gluten-free options
 - Knowledge of food safety standards
 - Knowledge of safe use and maintenance of kitchen equipment
 - Ability to train people in kitchen use and food safety
 - Good communication and teamwork skills
 - Good organizational skills related to food preparation and service, kitchen use, inventory monitoring, safe food storage, equipment maintenance, and cost reporting

- **License, certification, or registration necessary:**
 - Culinary, food safety or kitchen management certification preferred.
 - Valid driver's license

Physical requirements:

- o Ability to lift and carry materials weighing up to 25 pounds.
- o Ability to climb stairs.

Environmental conditions:

Large, updated kitchen in a quiet environment except when in use by groups of church volunteers, family groups, or community groups to serve food for small to large groups.

Ability to operate the following vehicles or equipment:

- o Operation of basic kitchen equipment such as cook top, oven, refrigerator, dish washer, washer and dryer
- o Automobile

Travel Requirements:

- o Occasional local car trips to secure supplies

Summary of this position: The Kitchen Manager is responsible for the safe use and maintenance of the Union Church kitchen for Church functions and Church-approved group events by families and the community. This includes food preparation, service, and clean-up; maintaining sanitation and safety standards in the kitchen; training church volunteers and others in kitchen use and safety standards as needed; and supervising food preparation and service by church volunteers and other groups.

Primary Duties and Responsibilities:

- o Oversee/organize food preparation or receipt of donated food, food presentation, and clean-up by church volunteers or other users.
- o Develop meal plans and prepare food for church events.
- o Keep kitchen organized and supplied. Inspect kitchen weekly and inventory consumables quarterly.
- o Store food in compliance with safety practices and maintain sanitation and safety standards in the kitchen area.
- o Ensure staff and volunteers understand kitchen use and food safety expectations and train them as needed.
- o Provide written and posted instructions for safely using, cleaning, and closing the kitchen in manager's absence.
- o Work with Church Administrator to approve, monitor and report expenses, and to prepare kitchen budget.
- o Collaborate with church staff to recruit and retain volunteers.

Supervisor Signature

Date

Employee Signature

Date

Nondiscrimination Policy:

In keeping with Union Church's inclusive Christian tradition and its emphasis on the dignity and worth of all people, the congregation values and embraces diversity. Employment, membership, and participation in any church activity is open to all without regard to ethnicity, race, skin color, gender, sexual orientation, gender identity, age, disability or religion.

Employment decisions are based on training, education and experience related to the requirements of each position. Due to the age and construction of the buildings, not all areas are easily accessible to persons with mobility issues. Union Church will provide reasonable accommodations to qualified individuals with disabilities within these limitations.