



Central United  
Methodist Church  
Traverse City, Michigan

*Together in Christ, Reaching Beyond Our Doors*

## **Kitchen Coordinator**

**Purpose:** The Kitchen Coordinator oversees all kitchen use and ensures that proper safety and sanitary procedures are maintained.

### **Duties and Responsibilities:**

- Kitchen
  - Supervise or utilize trained supervisors to oversee kitchen use by various groups.
  - Provide training and direction for persons using the kitchen and dish room.
  - Monitor dishwasher supplies and function.
  - Be present for the annual health inspection and ensure any recommendations are implemented.
  - Maintain weekly temperature logs for refrigerators and freezer.
  - Monitor flow of food in the refrigerator.
  - Communicate with the church office in scheduling kitchen use.
  - Manage kitchen organization and clean kitchen areas.
- Supplies:
  - Purchase and inventory supplies for the kitchen
  - Purchase and inventory supplies for the kitchenette.
- Support:
  - Train persons using the kitchen in proper safety and sanitary procedures and in dishwasher use.
  - As needed, resource groups by providing menu and supplies consultation.
  - Contact volunteers as needed.
- Coordinate with leaders of the follow areas:
  - Community Outreach Coordinator
  - Funeral Lunch Coordinator
  - Wonderful Wednesday dinner hosts
  - Sunday Coffee Hours hosts
- Other:

- Refer equipment maintenance needs to the Lead Custodian

**Education/Qualifications/Schedule Requirements:**

- Be trained in Safe/Serve Procedures

**Hours**

- 9-10 hours per week

**Reports To:** Senior Pastor

*Central United Methodist Church reserves the right to revise or change job duties and responsibilities as needed. This job description does not constitute a written or implied contract.*

Updated April 2019