

Kitchen Manager

St. Simons Presbyterian Church

“We are a people who celebrate God, follow Jesus Christ, and are led by the Holy Spirit in mission, service, and love.”

Summary and Purpose

The Kitchen Manager oversees the general use, organization, and cleanliness of the church kitchen and adjunct areas. Ensures that basic supplies are available when needed. Communicates with staff and members using the kitchen facilities to help ensure proper operation of equipment, orderly maintenance and safe practices.

Work Schedule and Reporting relationships

This is a part-time position generally maintaining an attendance schedule that is responsive to the needs and activities (including evening and weekends) of the Church where the kitchen is in use. High season activities may require 15+ hours/week while slow periods may only require 2-5 hours per week. Position is guaranteed 2 hours/week. The Kitchen Manager reports to the Facilities Maintenance Manager.

Essential Functions of the Job:

1. Oversees all aspects of kitchen use, operation and maintenance, including presence and/or oversight whenever the kitchen is in use.
2. Guides and trains others in the use of kitchen appliances, supplies, and equipment. Provides instruction for proper usage and upkeep of the kitchen.
3. Supervises set-up, service, and clean-up for Wednesday night meals, Sunday morning breakfast, congregational lunches, and special events.
4. Following every event involving the kitchen, ensure that the kitchen is clean. Restock before and after every group using the kitchen including but not limited to Salvation Army, BRIDGE, Island Concert series, PW luncheons, Hospitality Ministry receptions, and Preschool events. May clean pots, pans, dishes and other items used in meal preparation and service.
5. May be expected to lead and take charge of the organization, planning, preparation and serving of meals for special occasions.

6. Recruits and trains volunteers to work in the kitchen for regular or special events. Trains volunteers in safe kitchen operations.
7. Inventories and stores supplies, and works closely with the Facilities Maintenance Manager to ensure a fully stocked, operational and safe kitchen. Places orders for food and beverages based upon needs for scheduled activities and special events. Confers with Facilities Manager to communicate needs for paper products and cleaning supplies.
8. Plans and oversees the effective deep cleaning of the kitchen semi-annually. Schedules volunteers and assists in the actual clearing. Ensures that cleaning supplies and other necessary equipment and tools are available in adequate supply. Supervises the annual deep cleaning conducted by commercial vendors.
9. Timely advises Facilities Maintenance Manager of any repairs needed, any improper or unsafe functioning of any kitchen machinery or equipment.
10. Prepares annual budget and maintains proper receipts for expenditures. Reports budget status to the Director of Finance and Administration.
11. Maintains written records and reports of kitchen maintenance, staff and volunteer training, cleaning schedules, and other necessary documents to memorialize proper operation of the kitchen and food service. Provides regular oral and written progress and activity reports to the Facilities Maintenance Manager and Grounds and Building Ministry Committee, as necessary.
12. Maintains availability, as appropriate, during evenings and weekends as needed for planned activities and emergencies.

Knowledge, Skills, Abilities and Other Characteristics

1. Knowledge of commercial kitchen appliances and their safe operation.
2. Basic knowledge of safe food handling standards.
3. Basic knowledge of industry and health department standards of cleanliness for commercial kitchens.
4. Ability to collaborate within a team environment and willingness to contribute to team activities. Ability to manage and resolve conflict.
5. Ability to establish and maintain effective working relationships with a wide variety of people from different age groups, economic, educational, and cultural backgrounds.

6. Ability to communicate effectively, orally and in writing, with various audiences.
7. Ability to plan, organize, and coordinate activities such that timelines are met, work product is effective and delivered within budget. Ability to anticipate and resolve problems.
8. Ability to be available after regular business hours for planned church events and for occasional emergencies.
9. Ability to plan, organize and estimate needs for large meals and to assist in service.

Qualifications

Requires knowledge, skill, experience, abilities, and other characteristics for the safe and efficient operation, maintenance and supervision of a commercial kitchen sufficient to effectively and safely perform the essential functions of this job. Ability to become trained and certified trained in Servsafe. Culinary experience preferred but not required.

Physical and Mental Requirements

Physical requirements include but may not be limited to: standing, sitting, walking, bending, reaching, grasping and some lifting. Ability to speak and hear. Mental requirements sufficient to anticipate scheduling or inventory problems and to assess cleanliness of the physical kitchen.

Acknowledged and Received:

Employee Signature: _____ Date: _____

Administrator: _____ Date: _____