



**MINISTRY DESCRIPTION**  
**Volunteer Kitchen Coordinator**  
**2021-07-27**

**POSITION/TITLE:** Kitchen Coordinator

**POSITION STATUS:** Volunteer

**WORKING RELATIONSHIPS:**

**Reports to:** Facilities Director

**Works with:** Church and School Staff, Church and School Families, outside groups

**Oversees:** Volunteers as needed

**JOB SUMMARY & PURPOSE:**

The Kitchen Coordinator will support the mission of Damascus Community Church by overseeing and coordinating the use of the kitchen by Damascus Community Church and Christian School, and outside parties. This position will ensure that use of the kitchen will follow high standards of cleanliness and good stewardship of equipment, food, and supplies.

This position requires someone with a servant's heart who exhibits gifts of hospitality, administration, and mercy. A positive, humble, and cooperative leader who is always prepared to fill in, train, and troubleshoot when necessary. Someone who can both develop systems and recruit volunteers in order to help facilitate the ministries needs of the church and school. Experience in kitchen management and/or food safety highly desired, but not required.

**QUALIFICATIONS, ATTRIBUTES, AND JOB SKILLS:**

1. Affirms that, as part of the qualifications for this position, the kitchen coordinator is a fully devoted Christ-follower which is evidenced in their personal life, family relationships, and ministry.
  - a. Must be an active member of Damascus Community Church.
  - b. Must be a credible Christian role model whose godly lifestyle and character demonstrate obedience to God and the Holy Bible.
  - c. Ability to apply Biblical principles in dealing with church and school staff, church and school families, volunteers, and outside groups.
2. Expresses a strong passion to uphold the Vision, Mission, Statement of Faith, and Core Values of Damascus Community Church.
3. Formal education is not a predetermining factor for this position. However, the position requires broad, hands-on experience and/or educational training in areas of kitchen management and food safety.
4. Possesses a valid driver's license and daily access to a reliable and insured vehicle.
5. Demonstrates the ability to work well independently, manage time well, and make

- competent, professional decisions.
6. Exhibits the organizational and administrative abilities necessary for accomplishment of position responsibilities.
  7. Display a positive attitude that shows concern for people and the community.
  8. Proficient in Microsoft Office Suite and any resources and applications necessary for execution of the role.
  9. Exhibits good verbal and written communication skills with a proven ability to maintain confidentiality.
  10. Continues development of specific gifts and abilities toward greater effectiveness in performing the duties of the position.
  11. Completes and clears a background check.

### **SPECIFIC RESPONSIBILITIES:**

1. Health and Safety
  - a. Assist the Facilities Director in creating and implementing health and safety policies and guidelines for kitchen use.
  - b. Assist the Facilities Director to ensure appropriate records are kept of all users, forms, documents, etc.
2. Cleaning and Care
  - a. Ensure the kitchen is consistently clean and all equipment is in good working order through monitoring and encouraging high standards of cleanliness by all groups using the kitchen.
  - b. Monitor the refrigerator and freezer weekly and dispose of any food or “abandoned” items (including dishes) in a manner consistent with good stewardship.
  - c. Conduct follow-up examination after events to confirm kitchen has been cleaned, items properly stored, and supply inventory checked and replenished if necessary.
  - d. Ensure kitchen towels and linens are laundered regularly.
3. Recruitment and Training
  - a. Recruit and develop a volunteer kitchen team.
  - b. Meet with team members on a regular, or as needed basis, for prayer, planning, organization of the kitchen, and volunteer appreciation.
  - c. Train DCC/DCS ministry leaders on kitchen policies and procedures, equipment use, and process for scheduling.
4. Management and Scheduling
  - a. Coordinate with ministry leaders for scheduling groups/events and determining event needs.
  - b. Assist the Facilities Director in preparing the kitchen aspects of the annual budget.
  - c. Maintain proper inventory of kitchen supplies. Ensure that adequate staples are on hand – coffee, condiments, and paper products.
  - d. Prepare and/or order food and supplies when needed.
5. Perform other duties as assigned by the Facilities Director.

### **ESSENTIAL FUNCTIONS:**

The Kitchen Coordinator needs to possess sufficient health and physical endurance to complete assigned responsibilities. While performing the duties of this role, the volunteer needs to walk, stand, sit, stoop, kneel, crouch, push, pull, lift, grasp, reach, feel, and drive a vehicle. The volunteer may need to periodically lift and or move up to 20 pounds. Reasonable accommodation

may be made to enable a person with a disability to perform the essential functions of the job.

**VOLUNTEER CONDITIONS (SCHEDULE AND HOURS):**

The position of Kitchen Coordinator is a volunteer position with a minimum of 1-2 hours per week. This position may include a varied schedule due to the possible need to be present for special events including evenings and weekends.

**WORK SCHEDULE/EXPECTATIONS:**

- Directly responsible for the kitchen management of Damascus Community Church.
- Will adhere strictly to all DCC policies (child safety, social media, staff, etc.).
- Meet monthly with the Facilities Director.
- Meet with individuals or groups for planning and/or training.
- Workspace and equipment will be provided.

Signed: \_\_\_\_\_  
Kitchen Coordinator

Date: \_\_\_\_\_

Signed: \_\_\_\_\_  
Facilities Director

Date: \_\_\_\_\_

Signed: \_\_\_\_\_  
Executive Pastor

Date: \_\_\_\_\_