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## **POSITION DESCRIPTION: Kitchen Coordinator**

### **Position Summary:**

- The Kitchen Coordinator will manage all large group food related activities at English Lutheran Church.

### **Responsibilities:**

- Ordering and picking up food and supplies as needed for meals and kitchen needs.
- Preparing large group meals as needed; organization, prep, set up, and clean up.
- Available to orient outside teams or groups to the kitchen as scheduled.
- Recruit and schedule volunteers as needed.
- Demonstrate a helpful, positive attitude within the kitchen workplace.
- Oversee proper food service standards and work procedures in the dining room and kitchen area.

### **Accountability:**

- This person is accountable to the Senior Pastor and works in a spirit of cooperation with other members of the staff and members of the congregation.
- Periodic reviews will be established. The Personnel Committee will review compensation annually.

### **Qualifications:**

- Dependable, responsible, and self-motivated.
- Experience with food preparation and food service for large groups of people (75-250)
- Knowledge of proper cleaning products and safety procedures in a kitchen.
- Knowledge of state health laws pertaining to food service.
- Basic skills and experience with computers (EX: email, online ordering of supplies).
- Organizational and planning skills, and an ability to recruit and lead, guide, and empower volunteers as needed.
- Good knowledge of the basic mechanical functions of English Lutheran Church kitchen equipment.

### **Compensation and Hours:**

- Competitive wage.
- Up to 10 hours per week; adjustment of hours based on events scheduled.
- Hours adjusted to fit the most populated times the church is in use and for special events; required work hours include Sunday mornings (year-round) and Wednesday evenings (school year).