

La Verne Church of the Brethren  
La Verne, California

Position Description

Job Title: Kitchen and Outside Events Coordinator

Reports to: Personnel Commission

Last Revised: January 23, 2023

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### **SUMMARY POSITION DESCRIPTION:**

With an understanding and internalization of the mission of the church and partnership with church staff and leadership, the Kitchen and Outside Events Coordinator is responsible for:

- Leadership and oversight of church programs or other group events that involve preparation and/or serving of food and beverage
- Ensuring kitchen operations are compliant with food handling safety guidance for an industrial kitchen
- Maintenance of the food service facilities and equipment

### **QUALIFICATIONS:**

Education/Certification:

- High school diploma or its equivalent.
- Food Handler Certificate (managerial)

Experience:

- Prior experience in food preparation and serving.
- Experience working in an institutional food service facility is desirable, preferably in a church, commercial, institutional, or school food service facility.

### **KNOWLEDGE AND ABILITIES:**

Ability to:

- Work as a team member with church staff and lay leadership to manage food ministry;
- Direct and work with volunteers; provide guidance and feedback to improve volunteer effectiveness;
- Maintain a safe and clean kitchen facility;
- Operate and maintain food service-related equipment;
- Work efficiently and effectively within time constraints;
- Prepare and communicate plans and schedules in writing; ensure timely written and oral communications regarding kitchen and events operations.

Knowledge of:

- Methods and procedures for serving food in large quantities;
- Menu planning;
- Standard food service terminology;
- Appliances and equipment;
- Proper sanitation and safety practices and procedures;
- Professional catering standards and guidelines;
- Basic mathematical calculations and measurement processes;
- Basic computer operations.

**ESSENTIAL & REPRESENTATIVE DUTIES:** -- Duties include, but are not limited to, the following:

1. Leadership and oversight of church programs or other group events that involve preparation and/or serving of food and beverage (a list of currently scheduled and representative church programs and group events is available)
  - Serve as the point person for kitchen related activities and events on the church calendar (approximately 10 church events per year)
  - Support food ministries of the church including coordination of work with aligned charitable organizations and pursuit of grants or fundraising as needed
  - Menu planning, shopping/acquisition of food and supplies, and leadership of food preparation and serving
  - Expense accounting with church office
  - Organization and recruitment of volunteers to work in the kitchen; liaison with appropriate commissions on the call for volunteers
  - Supervise the work of on-call kitchen workers that support “outside” group events
  - Attend weekly church staff meetings as part of the church leadership team
2. Ensuring kitchen operations are compliant with food handling safety guidance for an industrial kitchen
  - Supervise the use of the kitchen facilities by congregational groups, provide training, and encourage/track food handler certifications as required to support an industrial kitchen
  - Supervise the use of kitchen facilities by outside groups, including maintenance of the list of qualified on-call kitchen workers

Note: Kitchen Coordinator, custodial support, and on-call kitchen workers supporting “outside” events held at the church will be paid for their time in accordance with a schedule of fees maintained in the church office
3. Maintenance of the food service facilities and equipment
  - Maintain the kitchen facility and equipment in a clean, safe, and sanitary condition
  - Maintain accurate inventory control and records
  - Advise church office and work with Property commission to address facility and equipment maintenance

Other Considerations:

The Kitchen and Outside Events Coordinator may have an option to cater out of the kitchen. This agreement and arrangement will need to be made formally with the Personnel Commission and is not part of the standard position agreement.

## **WORKING CONDITIONS & ACCOUNTABILITY**

Kitchen environment; position requires working indoors and outdoors; employee will be exposed to a variety of environmental conditions, including extreme cold and heat (stoves, ovens); position requires lifting, carrying, pushing, and pulling of objects.

Kitchen and Outside Events Coordinator may be required to use a personal vehicle to conduct church business and must be aware of, and follow, the Employee Vehicle Usage Policy of the La Verne Church of the Brethren. Mileage reimbursement for use of a personal vehicle is provided.

Kitchen and Outside Events Coordinator is supervised and supported by church office administrator and pastors but interfaces with the Personnel Commission for performance evaluation and interpretation of job duties. The Kitchen Coordinator position is part of the envisioned LVCoB Ministry & Staff team that will work to serve the

LVCoB mission and ensure systems and processes are adjusted as needed. The Kitchen and Outside Events Coordinator works closely with Pastors, the Church Office Administrator, and facilities/custodial staff.

The Kitchen and Outside Events Coordinator also interfaces with the following congregation groups:

- Spiritual Life Commission and other commissions that plan church events involving the use of the kitchen for preparing or serving food or beverage
- Peace and Carrots Garden volunteers for use of garden food and management of compost
- Property Commission for maintenance or upgrade of kitchen facilities and equipment

## **PHYSICAL ABILITIES**

Performing the duties of this job, employees are required to see, talk, walk, listen, sit, stand, bend, reach, lift up to 40 pounds, push, pull, reach overhead, kneel, squat, climb stairs, and climb ladders.

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This position description is not meant to be all inclusive of qualifications and responsibilities.

## **MISSION STATEMENT OF THE LA VERNE CHURCH OF THE BRETHREN**

The La Verne Church of the Brethren continues the work of Jesus peacefully, simply, together.

WE create a Christian community, called by Christ to be inclusive, caring and peace-minded.

WE affirm that people of any race, ethnic identity, gender identity, sexual orientation, ability, age, economic status, faith tradition, or life situation are welcome in our congregation.

WE believe in compassionate service, stewardship of creation, respect for diversity and nonviolent reconciliation for differences among all people and nations.

WE seek to develop and manage our resources wisely through stewardship of our finances, meaningful and timely communications, proper upkeep and enhancement of our facilities and appropriate and responsible utilization of human resources.

WE claim no creed but the New Testament, as exemplified by the life of Christ.

WE strive to follow the way of Jesus.

WE invite others to join us on this journey.

Through these efforts, we seek to grow ever closer to the mind and heart of God.

My signature below acknowledges that I have read and understand the position as described above and will adhere to the La Verne Church of the Brethren's mission in carrying out my assigned duties. I also agree to read and follow the La Verne Church of the Brethren policies regarding computer, email and internet usage, child protection and employee vehicle use.

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Incumbent

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Date