

((fp)) First Presbyterian Church
Bakersfield, California

Job Description: Kitchen Coordinator

(rev. 4/26)

(Note: Statements in this description are intended to reflect, in general, the duties and responsibilities of this position and are not to be interpreted as all inclusive.)

Basic Foundation:

To ensure meals are prepared and served within the approved budget in accordance with church programming

Nature and Scope of Responsibilities:

Under the direction of the Director of Operations, the Kitchen Coordinator will be responsible for preparing Wednesday Evening family dinners, as well as other occasional all-church events (i.e. Pentecost, Ascension Day, etc.).

Primary Duties:

1. Prepare menus for meals.
2. Purchase the food and supplies.
3. Prepare, serve and clean-up meals for Wednesday Evening and occasional all-church events.
4. Prepare or assist with preparing the kitchen and dining room for service.
5. Clean all meal dishes, serving trays, etc.
6. Ensure compliance with federal, state and local health and safety regulations.
7. Operate and clean food service equipment. Equipment may include but is not limited to coffee makers, dishwashers, ovens, microwaves and blenders.
8. Manage and organize the kitchen, the inventory of food, and supplies.
9. Manage expenses, income and reporting as required.
10. Perform other duties as assigned.

Qualifications:

1. Experience with food preparation and service for large groups up to 150 people.
2. Experience preparing and cleaning kitchens and dining rooms.
3. Trained and certified in food safety.
4. Ability to follow instructions with minimal supervision.
5. A willingness to serve.

Other:

This is a 15 - 20 hours/week position coinciding with the program year (approx. Aug – May). This position reports directly to the Director of Operations.

::Inviting people into meaningful life through knowing Christ, loving one another, and blessing the world.::

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Physical Requirements:

Type of Activity	% of Work Time Spent on Activity			
	0-24%	25-49%	50-74%	75-100%
Seeing				X
Hearing				X
Speaking				X
Standing/Walking/Sitting				X
Climbing/Stooping/Kneeling		X		
Lifting/Pulling/Pushing	X			
Fingering/Grasping/Feeling				X

Working Conditions:

- Good working conditions with the absence of disagreeable conditions.