

## JOB POSTING

### OVERVIEW:

United Methodist Church of the Dunes is an established, active, and growing congregation. Because of employee retirements or life changes, a job opening has been posted:

### **Kitchen Coordinator**

Application instructions are provided at the end of each position summary.

### **Kitchen Coordinator**

Part time, hours vary/averages 10 hours per week, Sunday availability required

Church of the Dunes is seeking an organized, hospitality-driven, and quality-focused Kitchen Coordinator. The person in this position coordinates the food preparation functions for church member events, special conferences and meetings, special food service requests, and an array of events throughout the year where/when food is desired. Duties include cleaning, management, and overall operation of the kitchens and lounge kitchenette, and stocking and managing related supplies.

### **Position Responsibilities include** *(but are not limited to):*

- Work with event chairpersons to determine what they desire and then ensure that adequate supplies, equipment, and related items are available and ready for use.
- Determine that the event has enough people to prepare, serve, and clean up.
- Interact with the church custodian regarding event schedules and set-up needs.
- Oversee training of local caterers to the church's kitchen operations and maintain an approved caterer list.
- Coordinate with funeral homes, caterers, and families for any funeral meals served.
- Coordinate all private events (baby showers, anniversary parties).
- Coordinate Sunday morning coffee fellowship time.
- Maintain inventory of all kitchen equipment and supplies and secure replacement and repairs as needed.

### **Qualifications:**

Minimum of high school education, prior experience in food preparation, with experience in food preparation for larger groups preferred, must be food safety certified by the Ottawa County Department of Public Health (testing required) or willing to become certified.

### **Core Competencies:**

Organizing, planning, handle multiple tasks and projects simultaneously, work well independently and accomplish duties without supervision, relate well to all kinds of people with diplomacy and tact, be regarded as a team player, committed to learning and growth.

**To apply:** Send a cover letter and resume that includes previous related experience to Church of the Dunes Staff Parish Relations Committee (SPRC) at [umcd.sprc@gmail.com](mailto:umcd.sprc@gmail.com)