



REDEEMER

PRESBYTERIAN CHURCH

JOB PROFILE: KITCHEN COORDINATORS (2)

WHY WE ARE HIRING

Due to life transitions, our part-time kitchen coordinator is stepping down, and we are looking to hire for this position. This is a super important- largely behind the scenes- role in helping Redeemer be a welcoming place with warm coffee and refreshments week in and week out. Given the relentlessness of a Sunday morning job, we are looking to hire two people to cover the Sunday morning kitchen management (one week on, one week off). Our goal is to staff and train volunteers well enough to allow this person to attend and worship at one of the services, even on the Sundays he/she is working. Given this goal, we believe an every-other-week basis is best for the sustainability of this job. We believe this job would be an ideal fit for a college student, a stay-at-home parent, or someone who desires to make a bit of extra money (student loans, vacation, house payment, groceries).

Note: There is the possibility of this job growing to include coordinating the Welcome Team as well. This could be discussed and layered on if one of the kitchen coordinators desired additional hours.

REPORTS TO: Pastor of Operations and/or Assistant Director of Formation

THE ROLE

1. Kitchen Management (7-ish hours/week):

- Be largely present on your assigned Sundays from 7:30 am to 12:30 pm.
- Recruit and train volunteers to assist with communion and food on Sundays (we currently have a good and faithful team).
- Develop partnerships with local coffee and bakery businesses in support of Small Business Sundays.
- Maintain financial oversight of spend related to hospitality and assist with annual budget for hospitality.
- Order food and beverage and ensure preparation for each Sunday service.
- Ensure church is stocked with proper food supplies (coffee, cream, sugar, tea, filters, etc.).
- Lead in stewardship of the kitchen and its resources by ensuring kitchen is clean and ready for use after each service.
- Receive training on cleaning the coffee grinder and clean at regular intervals.
- Learn about our coffee maker and implement best practices for maintenance and care.

- Monitor the refrigerator and its contents – throw away stuff periodically when it has been forgotten.
- Work to create systems/processes to help with kitchen stewardship on Sundays and throughout the week with other ministries that use the kitchen.
- Check in on the kitchen once mid-week to ensure it is being stewarded well. Be willing to do mild clean-up.

2. Event Support (3-ish hours/week)

- Prepare and/or order food and beverages for newcomer luncheons.
- Assist with catering for different ministry events and prayer services.
- Organize and oversee special services for presbytery, Easter brunch, and other feast times in the life of the church.

CANDIDATE PROFILE

- Embodies Redeemer's 7 Core Values
- Recruits, trains, and connects volunteers effectively
- Proactive, strong attention to detail and timely follow-through
- Comfortable with being behind the scenes most of the time
- Desires to be part of a team and work collaboratively
- Desires to set the next person up for success