

POSITION DESCRIPTION

COURTHOUSE COMMUNITY UNITED METHODIST CHURCH

KITCHEN MANAGER

Reports To:	Business and Facility Manager
Effective:	2/26/26
Directly Supervises:	Volunteers
Status:	Regular Part Time 10 hours/week
FLSA:	Non-Exempt

JOB SUMMARY

The Kitchen Manager is responsible for organizing and managing all routine and non-routine aspects of food service operations at CCUMC.

REPORTING RELATIONSHIP

Reports to and takes direction from the Business and Facility Manager. The Kitchen Manager functions as a member of the CCUMC staff team, assuming responsibility for his or her own assignments while supporting other staff, volunteers, and mission areas. The Kitchen Manager is subject to annual performance evaluation by the Business Manager, accompanied by a representative of the Leadership Board (SPRC).

MISSION AND VISION

The mission at Courthouse Community UMC is to make disciples of Jesus Christ for the transformation of the world.

The vision at Courthouse Community UMC is to invite, engage, and equip all people to know and worship Jesus Christ. We believe we worship Jesus with our prayers, our presence, our gifts, our service, and our witness that in everything God may be glorified in Jesus Christ.

Our goal for every staff person and for each ministry area is to develop strategies to invite, engage, and equip disciples in building up the Body of Christ.

The kitchen manager is expected to positively support the overall mission of the church with a welcoming and supportive attitude towards all and to effectively build up the ministry of the Midweeks Meal by inviting, engaging, and equipping people to serve in a strong and sustainable ministry.

ESSENTIAL FUNCTIONS/RESPONSIBILITIES

Weekly

Coordinates event scheduling with church staff

Orders and receives food shipments for events when requested, verifying that the correct quantities and quality of items have been received. May arrange for volunteers or other church staff to receive food, if necessary

Ensures timely submittal of invoices to the Business Manager, with all items charged to the appropriate budgetary accounts. Monitors budgetary expenses related to food service

Ensures that CCUMC kitchen facilities comply with all health codes in order to maintain the required top rating in compliance with local health and sanitation laws, and continued licensure by the Health Department of the City of Virginia Beach

Before and after each food service event ensures that the following jobs are done by staff or volunteers

- o Ensures proper setup of tables and chairs
- o Setting out place mats, utensils, cups, etc.
- o Setting up beverage service
- o Cleaning up dishes after food has been served
- o Washing dishes after food has been served
- o Wiping down tables that are used after each event
- o Keeping track of all supplies that need to be ordered
- o Keeping track of how many meals were served, if necessary

Quarterly

Meets with the Mission Team quarterly and coordinates with the Mission Team on our shared mission and vision.

Annually

Is current with all changes to the Food Service code and regulations

Retains up-to-date Certified Food Service Manager credentials through the City of Virginia Beach.

Establishes budgets related to food service.

As Needed

Establishes and maintains an inventory of kitchen equipment and supplies; and minimum levels before reordering silverware, containers, dishware, utensils, pots and pans, paper products, condiments, spices, etc

Develops policies and procedures required to ensure efficient and safe operation of CCUMC food services. Develops and updates Standard Operating Procedures for the kitchen and the midweek meals.

Creates a checklist for all individuals using the CCUMC kitchen facilities, outlining the requirements for returning the kitchen to its pre-use condition

Trains all volunteers in proper procedures for use of the kitchen facilities. Provides written instruction.
Prepares and submits requests for maintenance/repair of kitchen equipment.
Other related duties as may be deemed necessary by the Supervisor

MINIMUM QUALIFICATIONS

This position requires good organizational skills, the ability to communicate well with others, and the ability to work without direct supervision as necessary. Supervisory food service experience is preferred, as is [Certification in Food Service Management](#)

The certification information can be found [here](#)

PHYSICAL REQUIREMENTS

This position requires the physical stamina to create and clean a well-maintained environment which includes but is not limited to bending, reaching, lifting, standing on a ladder, and exposure to cleaning agents. The position requires the ability to lift up to 50lbs.

CORE COMPETENCIES

Organizing: Can gather and organize resources to get things done; can orchestrate multiple activities at once to accomplish a goal; can use resources effectively and efficiently

Planning: Accurately assesses the length and difficulty of a project; sets objectives and goals; anticipates and adjusts for problems

Managing vision and purpose: Articulates and supports the vision of Courthouse Community UMC; speaks to a larger sense of purpose; communicates the vision of possibility, hope and optimism; helps others to own the vision

Developing volunteers: Provides tasks and assignments for others to do; delegates appropriately; maintains open and active communication with volunteers; communicates expectations clearly and holds people accountable

Managing conflict: Deals with problems quickly and directly; focuses when listening; settles disputes collaboratively and equitably; finds common ground and gets cooperation

Interpersonal relationships: Relates well to all kinds of people, inside and outside of the congregation; builds appropriate, effective, and constructive relationships; uses diplomacy and tact; is regarded as a team player

Trust and integrity: Is widely trusted; seen as direct and truthful; keeps confidences; admits mistakes; adheres to an appropriate and effective set of core values; acts in line with those values during good and bad times