

College Mennonite Church

Wilmary Zambrano
Kitchen Coordinator

Supervised by: Madeline Maldonado

Directly Supervises: Food and Coffee service volunteers

Status: 10 hours weekly with opportunities for additional hours with funeral and events

Job Summary

As an integral part of the community life and mission of CMC, the Kitchen Coordinator will oversee the needs of the church kitchen managing volunteers working in the kitchen and supervising groups renting the kitchen.

Essential Functions:

- Manage the kitchen with knowledge of best practices for storing, handling and keeping equipment and supplies clean and well maintained as per food safety handling practices and CMC standards of operation.
- Order supplies, keeping track of purchase records and submitting invoices for payment in a timely manner.
- Anticipate food and volunteer needs and arrange in a timely manner.
- Maintain food services policies, procedures, and standards of operation
- Supervise congregational and outside events to ensure that kitchen use is within food safety guidelines and Amity/CMC policies and procedures.
- Manage the following church needs: Sunday morning coffee, Wednesday evening meals, funeral meals, and other one-time events where food is needed.
- Communicate with staff regarding menus and pricing for funerals.
- Oversee the rental of china per our Amity Corporation agreement for GC events office.
- Water plants throughout the building as needed. Recommended 2x/month.
- Meet regularly for supervision.

Minimum Qualifications:

- Commitment to Christ and member or regular participant at College Mennonite Church.
- Ability to fulfill responsibilities with minimal supervision.
- Demonstrated experience in management of volunteers.
- Ability to gain food handler certification and meet any other licensing requirements requested.

Physical Requirements:

- Seasonal workload requires ability to work irregular hours throughout the year as needs arise.
- Able to reach, bend, stoop and frequently lift items weighing up to 50 pounds.

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Core Competencies:

- **Mission Ownership:** Understand and articulate the manner in which food services are an important part of the life and mission of CMC.
- **Spiritual Maturity:** Through his/her relationships, work, and words express and model the love of God to a wide variety of people. Knows how to set personal boundaries and engage in activities that are personally renewing.
- **Interpersonal Skills:** Is able to communicate clearly and listen well. Actively engages and resolves interpersonal conflict. Hold others accountable in a spirit of love.
- **Management Skills:** Demonstrates initiative and flexibility in scheduling events and working with others. Understands his/her leadership style and temperament and adapts leadership behaviors to meet the needs of the situation. Delegates, empowers and holds others accountable. Ability to train others to develop new skills and take responsibility. Organize resources (people, funding, material, support) to get things done.

06/04/2024