

**ARTICLE V
JOB DESCRIPTIONS**

B. NONMINISTERIAL

CULINARY COORDINATOR

A. Principal Function:

- a. The Church *Culinary Coordinator (CC)* is responsible for planning, organizing, and oversight of all food and food related purchases in preparation and service for fellowship meals, special breakfasts, luncheons, dinners, snacks, and other church-related food service on the church grounds.

B. Supervisory Relation:

The *Culinary Coordinator* is accountable to the Personnel Ministry and Pastor.

Except for illness or an unanticipated emergency, notify the Personnel Chair, Pastor or Church Administrator, or designee, at least forty-eight (48) hours in advance of the date of the anticipated absence.

C. Job Classification:

This position is non-exempt part-time, not to exceed twenty (20) hours per week, unless approved in advance. The agreement of employment may be terminated by either the church or employee if either party fails to uphold the terms of employment.

D. Qualifications:

1. Love for serving people.
2. Strong organization and people skills.
3. Ability to communicate and coordinate with all areas and ministries of the church to ensure all purchasing aspects of food services are covered. This includes picking up food items from the various vendors locations and storing them properly.
4. Some experience in working with food and groups is desired.
5. Neat and clean, dependable, detail-oriented problem-solver.
6. Ability to manage priorities and multiple tasks.
7. Ability to be flexible in terms of scheduling.
8. Be able to reach, bend, stoop, and occasionally lift up to 25 lbs.

**ARTICLE V
JOB DESCRIPTIONS**

B. NONMINISTERIAL

CULINARY COORDINATOR (Cont'd)

E. Duties and Responsibilities:

The CC shall receive assignment of duties and responsibilities from the Pastor or CBA or authorized designee.

The CC shall:

1. Plan, organize, and oversee food and food related purchases for fellowship meals, special breakfasts, luncheons, dinners, and other church-related food service on the church grounds.
2. Be directly responsible for working directly with those that prepare meals to ensure that purchases are timely and the proper amounts are ordered.
3. Ensure quality and safety of food and resolve food quality issues.
4. Monitor and control food waste and inventory levels.
5. Ensure and maintain proper food holding and refrigeration conditions, temperatures, and control points.
6. Assist as needed with purchasing of equipment and supplies to protect, preserve, and store all food and food-related items
7. Assist as needed with recruiting assistants to help prepare for food service, cook, grill, serve, and clean up food service areas, equipment, dishes, and tables after food service.
8. Demonstrate and promote collaborative teamwork with all persons assisting with food service to achieve unity as part of the food service ministry.
9. Emphasize organization and punctuality to all persons assisting with food service.

- 10. Provide assistance and oversight of kitchen facility when needed for outside entity or caterer in accordance with applicable facilities use agreement to protect interests of WOSMBC.
- 11. Assist with oversight and management of food service ministry budget and expenditures by coordinating all purchases with Administration, and providing receipts to the Treasurer in a timely fashion.

F. Privileges Afford the Culinary Coordinator:

The initial wage and benefits shall be agreed upon at the time the position is filled and as authorized by the Personnel Ministry.

Unless otherwise specified, the wage shall be paid on a bi-monthly basis at an amount approved by the church;

The *Culinary Coordinator* is protected under the guidelines of the Church Constitution as related to dismissal, criticism, and performance appraisal.

Culinary Coordinator _____ **Date**_____

**Chairperson,
Personnel Ministry** _____ **Date**_____

**Church Business
Administrator** _____ **Date**_____

Senior Pastor _____ **Date**_____

NOTHING FOLLOWS