

Job Description
Kitchen Ministries Coordinator II
Altadena Valley Presbyterian Church

I. Position Summary

Title: Kitchen Ministries Coordinator

Reports to: Church Administrator

II. Organizational Purpose

Altadena Valley Presbyterian Church exists to bring hope to a broken world through being a community of Christ's coming kingdom. It is our desire to love God and to love others as we are transformed by His love.

III. Position Purpose

As Kitchen Ministries Coordinator, this position will contribute to the mission and vision of AVPC by helping provide a welcoming, nurturing environment in the church kitchen, by displaying a helpful, considerate attitude when dealing with others, and by remaining a humble, joyful servant

IV. Job Qualifications

- Christian maturity
- Project management skills with attention to detail
- Experience and effectiveness in supervising others
- Proficient math skills and budget tracking capabilities
- Self-starter with a strong work ethic
- A servant's heart
- AVPC Membership preferred but not required

V. Major Job Responsibilities

This position is responsible for providing oversight to the Fellowship Team and assisting them in their duties regarding church kitchen ministry events. Successful candidates will display excellent communication and organizational skills.

Job Salary and Benefits

This is a part-time position with average weekly hours of 6 hours per week with an hourly rate of \$16.50 per hour. Milage compensation will be given according to IRS guidelines, with proper documentation. No other benefits are included with this position.

Other Duties – hours vary

- Coordinate with Fellowship Team and church administrator for list of needed supplies, help procure those items for Fellowship events.
- Coordinate with Fellowship Team to secure and schedule workers for various events.