

Job Description
Kitchen Ministries Coordinator
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
- 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 overseeing supply orders for the church kitchen ministry events, such as Wednesday night dinners, Membership Weekends, Easter Breakfast, and Lessons and Carols; tracking and ordering snacks for the church nursery and children's program,(including Camp Solid Rock and WACK), and for the Sunday morning coffee ministry.

This position will also be responsible for the scheduling of volunteers to work Wednesday night meals, membership events and other events as necessary. To be successful in this role, the ideal candidate 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.

Supplemental Breakdown of Kitchen Ministries Coordinator duties

Wednesday Night Dinners – 2-3 hours per week

- Shopping/ordering needed supplies as determined with church administrator
13 meals in the Winter/Spring (January – May), 10 meals in the Fall (September – November)

Weekly – 2.5 Hours

- Stock and re-supply church kitchen, kitchen pantry and Parlor supply cabinet. Straighten and clean areas as needed.

Other Regular Duties – hours vary

- Coordinate with church administrator for list of needed supplies, then shop/order supplies for New Member Dinners (4/year): (Jan, April, July and October), for Easter breakfast, Trunk-or-treat, Lessons and Carols, and other functions as they arise.
- Securing and scheduling AVPC community and small groups to volunteer to work Wednesday night meals on a rotating schedule.

As needed Duties – hours vary

- Shop/Order supplies as directed by church administrator for Presbytery (usually once in 3 years)
- Shop/Order supplies for Receptions as directed by church administrator – celebrations, farewell, welcome, memorials, etc.
- Shop/Order supplies for Special Events as directed by church administrator: for example, Camp Solid Rock hotdog cookout, WACK snacks, etc.
- Shop/Order Food related supplies for church nursery area as directed by Nursery Director
- Any extra cleaning and organizing as needed
- Attend Fellowship Team meetings