



TRINITY EPISCOPAL CATHEDRAL

STAFF MINISTRY DESCRIPTION

Title: Kitchen Coordinator

Hours: This is a full-time exempt position.

Reports to:

- The Canon for Administration

Principal Focus.

To oversee (and be accountable to the Dean and Vestry for) the overall day-to-day operations of the Trinity kitchen to support the food service operations of Trinity Cathedral and the Trinity Learning Center while also supporting the kitchen ministry of the Cathedral.

General Responsibilities.

- The Kitchen Coordinator is responsible for duties associated with the administration and coordination of the food service operation of Trinity Cathedral and Trinity Learning Center (TLC).
- This position must be able to manage staff and volunteers for all kitchen work for events to include: ordering, set-up planning, menu planning, cooking and cleanup.

Regular Duties.

- Communicate daily with the Trinity administrative office regarding events/schedules and interface as needed with people requesting meal services.
- Develop and communicate to all key users of the Trinity kitchen safety procedures, cleanup procedures, food preparation and storage procedures and other knowledge required to operate the Trinity kitchen in a safe, efficient and effective environment and in compliance with DHEC requirements.
- Plan and purchase/order all food to be prepared by kitchen staff and volunteers for Trinity Cathedral. At this time the TLC plans/purchases most of its own food.
- Coordinate and work with the TLC in food preparation for the children.
- Coordinate and prepare meals and other food needs requested by parish ministries (e.g. Men of Trinity, Daughters of the Holy Cross, Choir).
- Provide oversight of the cooking and cleanup operations for events utilizing the kitchen.
- Organize and maintain proper storage for food, kitchen utensils and supplies.
- Establish clear instructions and supervision of any kitchen staff and volunteers.
- Maintain supplies for parish functions.
- Ensure that kitchen is staffed for all use/special events.
- Ensure regular maintenance and kitchen operation procedures are followed.
- Submit all invoices to the Canon for Administration's office in a timely manner.
- Track weekly inventory.

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- Review monthly financial statements for kitchen.
- Maintain a nurturing environment for the table ministry.

Occasional Duties.

- Order janitorial and nursery supplies and other kitchen related supplies as needed (e.g. for Sunday morning breakfast, Sunday School snacks, coffee for meetings).
- Coordinate and prepare meals and receptions for Diocesan events, as requested.
- Coordinate Holy Deliveries, delivery of meals to home-bound parishioners and others when meal leftovers permit.
- Promote "green" practices in keeping with the Millennium Development Goals.
- Recycle all cans, cardboard, glass, etc. in a neat and timely manner.
- Be available / on call for unexpected events.

Skills and Requirements.

- Excellent interpersonal and organizational skills.
- Ability to work graciously and well under pressure and with a wide variety of personalities.
- Ability to cook creatively while preparing nutritional meals for large numbers of people.
- Ability to facilitate multiple simultaneous requests.
- Ability to lift, pull or push moderately heavy objects up to 20 pounds.
- Ability to spend time standing, stooping or bending in the course of standard work.

Reviewed By: _____ **Date:** _____

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