



**Job Title:** Kitchen Manager

**Reports to:** Associate Rector and Chief of Staff

**Category:** (Part Time) 20 hrs.

**Location:** San Antonio, Texas

### **CHURCH MISSION**

Christ Episcopal Church is a vibrant intergenerational parish located just north of downtown in the historic Monte Vista District of San Antonio. With a long legacy of faithfulness, Christ Church is committed to proclaiming the gospel of Jesus in word and deed, so that people would be *drawn* to Christ, *changed* by Christ, and *sent* to bear witness to Christ for the life of the world.

Christ Church's worship life consists of 4 Sunday Eucharist services, 1 "Sidewalk Saturday" Eucharist service that includes social services and a food pantry, holiday services, and weddings and funerals.

### **POSITION SUMMARY**

The Kitchen Manager plays a vital role in supporting the church's ministry of hospitality and fellowship by overseeing the church kitchen and the ministry of food. This position ensures that appropriate food is served in safe, clean, and efficient manner in the kitchen for worship events, fellowship meals, community outreach, and other church activities. The Kitchen Manager will lead and train volunteers, maintain high standards of food safety and cleanliness, and contribute to creating welcoming environments where people experience God's love through shared meals and community.

### **SPECIFIC RESPONSIBILITIES**

- Oversee the daily/weekly operations of the church kitchen, including organization of equipment, supplies, pantry, refrigerators, and freezers.
- Coordinate scheduling and supervise the use of the kitchen for church events, fellowship meals, Bible studies, outreach programs, and approved external groups.
- Plan menus, purchase groceries and supplies, and prepare or oversee preparation of meals for regular events (e.g., weekly fellowship dinners, special gatherings).
- Train, schedule, and lead volunteers in food preparation, serving, and clean-up, fostering a spirit of servant leadership and teamwork.
- Maintain strict compliance with food safety standards, health department regulations, and church policies (including proper storage, sanitation, and handling of food).
- Manage kitchen inventory and budget; track expenses and recommend purchases to support efficient operations and stewardship of church resources.

## **QUALIFICATIONS**

- **Experience:** Previous kitchen or food service experience (restaurant, cafeteria, church, or volunteer setting preferred). Experience preparing meals for groups of 50 or more.
- **Skills:** Strong organizational and time-management abilities; basic cooking and menu-planning skills; leadership and volunteer management experience; excellent communication and interpersonal skills.
- **Certifications:** Food safety certification. Background check required.
- **Faith Commitment:** A sincere faith and alignment with the church mission.

## **Preferred Qualifications**

- Experience managing a multi-user kitchen
- Passion for hospitality ministry and using food to build relationships and serve the community
- Knowledge of budgeting, inventory control, and basic facilities maintenance.

## **Work Schedule & Compensation**

- Part-time: Approximately 20 hours per week, with flexibility based on church calendar (e.g., heavier during peak event seasons).
- Schedule may include weekdays, occasional evenings, and weekends as needed for events.
- Task over time. This is a salaried part-time position which values efficiency.
- Salary range will be determined based upon the person's level of experience and expertise.

## **TO APPLY**

Interested applicants should send a cover letter, CV, and contact information for two references to:

Carol Sobey  
Executive Assistant of Christ Episcopal Church  
[Carols@cecsa.org](mailto:Carols@cecsa.org)