



POSITION TITLE: KITCHEN & EVENT COORDINATOR

DEPARTMENT: OPERATIONS

REPORTS TO: OPERATIONS DIRECTOR

JOB CLASSIFICATION: NON-EXEMPT, PART-TIME

MISSION (PURPOSE): The mission of River West Church is to build a community of Christ for the world. This role contributes to that mission by coordinating facility use for church events and meetings, maintaining oversight of facility and kitchen supplies, and fostering connection and engagement among members of the congregation.

Responsibilities:

Ministry Event Support

1. Help coordinate hospitality for all church-wide events (i.e. IRW, Understanding Baptism, Sunday Night Dinners, and Summer Events) and all monthly elder meetings.
2. Provide staff & worship team meals for Good Friday/Easter and Christmas Services.
3. Purchase snacks for the office and oversee refreshments for staff meetings.
4. Utilize and maximize all RW software including Church Community Builder (CCB) to facilitate managing church events.

Facility Supplies & Restocking

1. Purchasing and Inventory of Consumable Items for weekly Operational building and personnel needs including:
 - a. Refreshments – coffee, cream, sweeteners, food items etc. for hospitality for Sunday services and weekday meetings: working with outside vendors, on line orders and physically shopping for items needed.
 - b. Consumables-paper products (i.e. coffee cups, plates, silverware, etc.)
 - c. Table Cloths – RW maintains an inventory of table cloths for use at meetings and events in the building. This person will need to manage the inventory of these table cloths as it relates to meetings and events held in our building in addition to coordinating the cleaning of these items.
2. Kitchen(s) Inventory and Operational Condition, on a weekly basis, which includes:
 - a. Inventory of consumable and refreshment items.
 - b. Cleaning of coffee pots on a regular basis.
 - c. Oversight of refrigerators and freezers. Ensure all county food policies are followed at all times.
 - d. Cleaning and restocking needs of each area:

• Main Kitchen	• Foyer
• Community Room	• Student Ministry Kitchenette

- Family Life Kitchenette
- Room 112 Kitchenette

- Room 105 Kitchenette
- Sanctuary

Kitchen Oversight and Management

1. Kitchen Training for Ministry Partners, Staff and Volunteers

- Meet with and train personnel, volunteer teams, church staff and others as needed in layout, function, organizational structure and safety policies of main kitchen in use of:

- Dishwasher and Disposal
- Refrigerator and Freezer
- Stoves and Ovens
- Convection Oven
- Warming Oven
- Safety Systems and First Aid Equipment
- Food safety handling preparation and distribution of food

Individuals or groups needing training may be employees, volunteers, ministry groups and/or individuals approved for functions within RW Church buildings.

- Interact with church ministry staff, ministry partners and volunteers in responding to facility-related requests for kitchen use.
- Provide oversight of the use of the kitchen facility for ministry events and church activities.
- Keep updated list of individuals food handlers permits (staff, volunteers, outside groups).

2. Kitchen Organizational Structure

- Provide a clear organizational flow in the kitchen and kitchenette areas for staff, volunteers and groups to perform various activities.
- Update these systems as needed or required.
- Individual must have a working knowledge of all kitchen equipment (i.e. stoves, dishwasher, etc.), report any mechanical problems to the Facilities Director and coordinate with him the repair and/or replacement of an item
- Oversee the inventory and organization of all items used in preparation of meals. Specifically, all pots, pans, bowls, serving items, utensils, etc. Replacement of items as needed due to normal wear and tear or damage.
- Oversee the inventory and organization of pantry items used in preparation of food/meals.
- Oversee the cleanliness of all areas of the kitchen and ensure that all county codes are being maintained at all times.

Job-Specific Requirements:

1. Relational Requirements

- Affinity and inclination to work alongside others in the context of teams.
- Demonstrates interpersonal maturity and the fruit of the Spirit in relationships.
- Capacity to interface with multiple ministry partners in ways that build healthy, open, enduring, reciprocal partnerships.

- Affinity and inclination to work alongside, train and encourage volunteers in multiply capacities.

2. Working conditions and requirements

- Understand and follow verbal and written instructions.
- Must be available to work a flexible schedule to accommodate ministries of River West Church, including evenings and weekends.
- Able to stay physically active throughout each shift. May be required to lift items up to 30 pounds.
- Must have physical ability to perform essential work functions.
- Work may occasionally be performed outside under varying weather conditions.
- Able to work alongside others in context of teams as well as to work independently.

3. Educational + Experiential Requirements

- An Associate's degree is preferable or an equivalent combination of education and experience which provides the applicant with the knowledge, skills and abilities required to perform the job.
- Commercial kitchen work experience preferred.
- 2-3 years' experience in non-profit team preferred.

4. Personal and Spiritual Requirements

- Be an active member of River West Church and agree with and adhere to the River West Church Statement of Faith.
- Have a personal relationship with Jesus Christ and exhibit a life that is consistent with the witness of scripture.
- Demonstrate a deep, personal understanding and appreciation for the Gospel of Christ.
- Maintain a courteous Christ-like spirit when dealing with people within and outside of River West Church.
- Ability to maintain confidentiality.
- Understand and follow verbal and written instructions.
- Ability to discern, prioritize and deal with each situation/contact on an individual basis.
- Can multi-task and handle interruptions with patience.
- Ability to follow through on commitments. Punctual and organized.
- Must successfully complete criminal background check.

Note: This job description does not imply that these are the only duties to be performed by the employee occupying this position. This position will follow any other job-related instructions and to perform and other job-related duties as required by their supervisor. River West has the right to revise this job description at any time. *(This document does not create an employment contract, implied or otherwise, other than an "at will" employment relationship).*

Employee Signature_____ Date_____

Supervisor Signature_____ Date_____