

Bridges Community Church



Job Title: Kitchen Coordinator

Position Overview

This position reports to the Director. This position involves a variety of tasks within a busy environment. It requires a flexible person who is skilled in multitasking and demonstrates excellent interpersonal skills.

Essential Job Functions

CHILDREN'S SNACKS

- Prepare menu calendars for all classes.
- Oversee all planning for snacks for all classes, making sure snacks are healthy and appealing.
- Plan, prepare, and serve snacks in a timely manner following the classrooms schedules. Cover and store prepared food in refrigerator until needed.
- Plan snack to coordinate with Special Days in classes. Example: Easter treats, etc.

KITCHEN

- Keep kitchen clean and in order, including cupboards, refrigerator, sink, stove, and counters.
- Keep kitchen supplies well stocked.
- Shop weekly for all food items, staying within budget, keeping snacks healthy, varied and age appropriate.

SPECIAL EVENTS

- Work with Director to plan and implement refreshments for special events. Example: Open House, Promotion Celebration, etc.
- Assist with special days and holiday celebrations in all classes.

OTHER

- Oversee laundering of all sheets and blankets.
- Replenish extra clothes for children's use when needed.
- Attend all staff meetings.
- Participate in school special events.
- Engage in further training at least once annually.

Requirements

BASIC REQUIREMENTS

- At least 18 years old.
- Agree with the Bridges Community Church's Statement of Faith and Positional Papers.
- Personal faith in Christ as Lord and Savior and active member of a Christian church.
- Pass State required background check.

- Submit all State required forms including physician form, immunization record, and T.B. test results.
- Knowledge and skill in principles of nutrition, food preparation and storage, and menu planning.
- Early childhood education units preferred.

PHYSICAL REQUIREMENTS

The Kitchen Coordinator must be able to regularly perform physical activities such as but not limited to:

- Lift and move 20 lbs. from the floor to a waist-high table when necessary.
- Stand and walk short distances frequently on a daily basis.
- Regularly sit, bend, twist, push and pull.

NOTE: This job description is not intended to be all-inclusive. Employee may perform other related duties as negotiated to meet the ongoing needs of the organization.

Kitchen Coordinator - Revised 2023.02.24