



Job Description: Kitchen Coordinator (Part Time)

Kitchen Coordinator (PT) - Monday -Thursday 10:00am – 2:00pm
Reports To: Program Director

Ministry team qualifications:

- Expresses full agreement with BsideU's statement of Faith and Mission Statement.
- Complies with the policies and procedures of BsideU.
- Is dependable, stable, and capable of following through on commitments.
- Is compassionate towards and has a sincere desire to reach out to abortion-vulnerable or abortion minded women or any woman seeking the services provided at BsideU.
- Maintains a consistent life-affirming philosophy and would never refer or advise a woman to have an abortion.
- Respects confidentiality.
- Exhibits grace under pressure and feels comfortable interacting across multiple age groups—from young adults to retirees, who are interested in the ministry.

Responsibilities

- Oversee kitchen activities, meal preparation, serving of meals, and clean up.
- Order and maintain inventory of all food/meal and kitchen related supplies.
- Develop weekly menu plans that focus on healthy eating habits.
- Maintain all necessary records related to food service, menus, inventories, etc.
- Keep all areas tidy, clean, sanitized and organized.
- Oversee all kitchen volunteers including maintaining an accurate schedule and follow-up with church / group volunteers.
- Implement cleaning and maintenance schedule for kitchen and dining area, including: refrigerators and freezers, oven, stove, exhaust hood, grill, grease trap, and dry pantry upkeep.
- Provide in-service training to all staff and volunteers on health department rules and regulations necessary to assist with cooking or serving individuals.
- Participate in regular staff meetings and retreats.

Job Qualifications

Education:

- High school diploma (some vocational or college courses preferred).

Experience:

- Must possess or quickly obtain certification for having passed the Sanitation Course for Foodservice Managers through Louisville Metro Department of Public Health and Wellness, and maintain kitchen and dining area according to applicable regulations.
- Training in dietetics, meal planning and quantity cooking helpful.
- Must be able to follow directions and food guidelines issued by Metro Louisville.



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- Must be able to relate well to both children and adults from all cultures and backgrounds; have a working knowledge of community food resources.
- Must have good communication skills and basic budgeting and planning skills.
- Must demonstrate honesty and think independently.
- Must be outgoing and service-minded in dealing with Volunteers and church groups providing kitchen assistance.

Physical Demands

- This Position is required to do moderate to strenuous physical work. In order to successfully perform the essential functions of this position, the individual is regularly required to lift 25+ pounds, bend, twist, carry, sit and stand for extended time periods. Work environment can be noisy at times.

The intent of this job description is to provide a representative summary of the major duties and responsibilities of this job. You may be asked to perform job-related tasks other than those specifically presented in this job description.

Signature

____/____/____
Date