

St. John the Baptist

Position Description

Title:	Kitchen Coordinator
Reports to:	Parish Business Administrator
Direct Reports:	None
Provides Work Direction to:	Volunteers, maintenance staff
Receives Work Direction from:	Pastor & Parochial Vicar, department heads as needed or appropriate
FLSA:	Non-exempt
Hours:	20-24 hours per week; daytime and evening.
Schedule:	Monday – Friday, daytime hours; 1-2 evenings per week; an occasional weekend event is possible. Days and hours will vary based on need; occasional holiday work time may be requested, based on availability.
Benefits eligible:	No
Last revision:	January 8, 2018

Job Purpose: To plan and coordinate weekend hospitality and plan, prepare and serve Commission and Discipleship & Mission dinners, and hospitality and dinners related to special parish events. Maintain an oversight role of Bethany Kitchen (the St. Joseph Hall kitchen).

Statement on Working for the Catholic Church: Employment in and by the Church is substantially different from secular employment. Church employees must conduct themselves in a manner that is consistent with and supportive of the mission and purpose of the Church. Their behavior must not violate the faith, morals or laws of the Church or the Archdiocese of Saint Paul and Minneapolis, nor can it embarrass the Church or give rise to scandal. It is preferred that this employee be a Catholic. It is expected that all employees respect Catholic doctrine and religious practices. Reasonable accommodation for the religious practice of employees not of the Catholic faith will be provided.

Representative Responsibilities

Note: The following responsibilities denoted with an asterisk () are essential functions.*

1. *Organize and train volunteers in providing hospitality after specified weekend liturgies. This includes confirming that volunteers are scheduled and that at least one lead volunteer knows how to plan and present hospitality (make coffee, set up and decorate table, etc. Be present if necessary to ensure the above. Plan for cookies, donuts, and any other hospitality food ordering and preparation.
2. *Coordinate the ordering of food products and the purchasing of food and cleaning supplies for use in the St. Joseph Hall kitchen. Work with administrator and/or bookkeeper as needed in approving all invoices related to the purchase of items for

these purposes. This may require ordering supplies in conjunction with school kitchen for cost and convenience of delivery.

3. *Plan menus, obtain needed food and supplies, and prepare and serve commission night dinners. (Once per month, approximately 75 people served.)
4. *Perform the same services for Discipleship & Mission dinners. (One night per month, approximately 125 people served.) Alternatively, coordinate these dinners with an approved caterer.
5. *Plan and coordinate Lenten soup suppers.
6. *Plan and otherwise facilitate special parish dinners or hospitality or food for special parish events. Examples are the annual turkey dinner and parish events or holidays at which hospitality is offered.
7. *Exercise oversight of the use and cleanliness of the St. Joseph Hall kitchen. Monitor supplies and orderliness of equipment and material. Maintain a safe, hygienic, clean environment per food standards and requirements. Monitor food storage and dispose of outdated food. Perform light cleaning and inform maintenance of larger cleaning needs.
8. *Oversee the use of the kitchen by parish groups or for large parish events, such as the fall festival. Monitor cleanliness, use of refrigerator and freezer space, etc.
9. *Monitor storage spaces related to the Bethany Kitchen for efficient use of space and adequacy of supplies for parish use.
10. *Plan for and coordinate decoration of St. Joseph Hall or other space for events planned by this position.
11. *Monitor cleanliness of St. Joseph Hall table linens; arrange for cleaning as needed.
12. *Provide basic food safety training for parish volunteers who will be using kitchen or serving food at parish events.
13. *Maintain familiarity with the Minnesota Department of Health Guidance Document, "Exemptions for Faith-Based Organizations." This document will be provided by St. John the Baptist, but can also be found here: <http://www.health.state.mn.us/foodsafety/away/groupsfaithex.pdf>.

Other Responsibilities

***To be present where needed, ready to work as needed to meet responsibilities.** Includes recognizing when situations require more effort, satisfying responsibilities in a timely manner, providing an example of punctuality and attendance, and generally ensuring all is ready and taken care of.

***Organize, prepare and maintain files and information.** Gather information from fax, email and other sources, ensure all information has been received, follow up as necessary, organize reports and make them available for convenient reference, maintain for the designated time, discard at designated time.

***Maintain and improve work knowledge and skills** such as understanding requirements and work procedures, purpose of work completed.

***Meet all communication requirements** including interpersonal skills with parish and school employees as well as visitors, guests, school families, and parishioners. Includes keeping superiors and appropriate others informed.

***Help create a productive environment** where there is harmony, good morale, and cooperative teamwork. Monitor self-productivity and take corrective action as appropriate.

***Maintain appropriate levels of confidentiality** of all work information.

Other Responsibilities: includes other responsibilities identified as needed by the employee and approved and/or assigned by supervisor or pastor.

The responsibilities listed above are representative of the job and are not inclusive. Those preceded by an asterisk () are essential job functions.*

Qualifications & Requirements of Position

Date: January 8, 2018

Title: Kitchen Coordinator

Qualifications

1. High school graduate.
2. Experience and interest in this type of work.
3. Demonstrated ability to prepare and present food that is properly cooked, nutritious and appealing.
4. Must be a Minnesota Certified Food Manager (CFM), or be able to obtain this credential within 60 days of hire. Information can be found here: http://www.health.state.mn.us/divs/eh/food/fmc_training/index.cfm
5. Must be able to satisfactorily pass background check, attend Virtus training, and sign a code of conduct.

Mental Demands

1. Ability to plan, organize, and meet deadlines and to manage multiple concurrent tasks.
2. High level of organizational skills and ability to work under pressure and with interruptions.
3. Enthusiastic, self-motivated and able to work without supervision, but obtain direction when needed.
4. Strong interpersonal skills.
5. Understand the importance of confidentiality.

Physical Demands

1. Able to stand for long periods of time.
2. Work 20-24 hours per week, including 1-2 evenings; weekend and holiday hours as needed and as available.
3. Safely move furniture for cleaning purposes; ask for help when needed.

4. Able to lift up to 20 lbs. (cooking equipment, food and cleaning supplies, furniture, etc.) using proper technique.
5. Satisfactorily pass a pre-employment physical.

Employee: I have reviewed this job description and understand that it is an accurate representation of the responsibilities of my job. I understand that as the organization's needs change, my job description will change.

Signature

Date

Supervisor: I have reviewed this job description and agree that it is an accurate representation of the responsibilities performed in this job.

Signature

Date