



## **GLORIFY GOD. SERVE OUR NEIGHBORS. TRANSFORM OUR CITY.**

### **KITCHEN MANAGER/CUSTODIAL ASSISTANT**

Status: Nonexempt

Supervisor: Property and Facilities Manager

**Principal Function:** The Kitchen Manager/Custodial Assistant is responsible for maintaining the building to create a welcome space for visitors and parishioners to the church, offering the highest quality of security, cleanliness, and direct assistance. Ensures excellent hospitality to our worshipping communities, our neighbors, and partners to promote fellowship events that build up the life of those we serve.

**Essential Duties and Responsibilities:** Duties include, but are not limited to:

#### **Ministry Support**

- Works with and coordinates with staff and volunteer groups to serve, plan, schedule publicize and offer fellowship events for the congregation.
- Empowers and equips Vestry members, parishioners, committees, and parish organizations to engage in hands-on ministry and ownership of congregational life.
- Stays up-to-date with training in *Safeguarding God's Children* and *Safeguarding God's People*. Reports any suspected child abuse or neglect, as required by the Diocese, Church and state regulations.

#### **Custodial and Hospitality Support**

- Keeps a regular inventory of kitchen supplies and orders additional supplies as necessary.
- Maintains the cleanliness of the kitchen area and maintenance of its equipment with the standards of a commercial kitchen and in accordance with all state and local health codes.
- Prepares food to the exact specifications of the organization and is dedicated to creating well-executed, healthy, and delicious food.
- Creates and publishes creative meal plans.
- Prepares for food service to include: cleaning and chopping food; and setting-up and stocking stations.
- Prepares evening meals and snacks for groups of children and adults with group sizes regularly between 30 to 50 people with the potential for group sizes up to 100 people on occasion.
- Orders or shops for ingredients or supplies on a regular basis.
- Performs all custodial requirements for the Parish Hall to include: cleaning the kitchen, the serving area, and the dining area.
- Recruits and manages volunteers for cleaning and food preparation assistance.
- Prepares public spaces, including the moving of tables/furniture for all events.
- Proactively looks for opportunities to improve church facilities and grounds, proposing projects as appropriate to Property and Facilities Manager.

- Opens and closes the Church, ensuring that the building is empty of guests and visitors when it is closed.
- Stores and cares for church property, as required.
- Covers duties for Property and Facilities Manager, when required.

### **Administrative Support**

- Assists clergy during weddings, funerals, and special services with guest and visitor hospitality, and when requested by clergy, administration of public liturgies, e.g. bridal party direction, assistance with casket and funeral directors.
- Attends weekly staff meetings as assigned, ensuring progress in team goals and coordination in all areas.

### **Additional Duties**

- Performs other related tasks as assigned by the Director of Property and Facilities, Property and Facilities Manager, COO, Rector and Dean, or their designee.

**Supervisory Responsibilities:** This job has no supervisory responsibilities.

**Qualifications:** To perform this job successfully, an individual must be able to perform each essential duty according to the requirements of Christ Church Cathedral. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential duties and responsibilities.

**Education and/or Experience:** A high school diploma is required. An Associate's Degree (A.A.) or certification in culinary arts, culinary administration, business administration or other related field is desired; and two plus year's related experience and/or training; or equivalent combination of education and experience is required. Previous experience working in a Church environment and/or in a commercial cooking environment is desired.

**Other Skills and Abilities:** Computer software skills required include: Microsoft Outlook, Word, Excel. Ability to operate a printer, copy machine, scanner and other office equipment is desired. Incumbent must have the ability to adapt and conform to shifting priorities and demands and execute accordingly. In addition, this position requires excellent verbal and written communication, while paying close attention to detail is essential. The ability to work quickly while implementing set standards including abiding by quality, portion control and presentation expectations is required. The ability to speak in English is required, the ability to speak and read Spanish is strongly desired.