**PCJH Kitchen Coordinator**

The purpose of a serving ministry and mission of the Presbyterian Church of Jackson Hole is to feed the soul through feeding the body. To accomplish this, we provide for our congregation and community:

A commercial kitchen,

Trained volunteers,

A nutritious meal which we prepare and serve, and

Caring oversight when our facility is being used by those from outside the congregation.

**A. Title: Kitchen Coordinator**

**B. Qualifications**

The Kitchen Coordinator will be responsible to the Associate Pastor for the proper management of the kitchen ministry. To fulfill this purpose the Coordinator will:

* Demonstrate a commitment to Jesus Christ as Savior and Lord;
* Believe in and support the vision and mission of PCJH;
* Maintain certification by Teton County Health in safe food handling;
* Provide oversight of all kitchen activities,

(for an estimated 5-10 hours/week during the school year, which the church defines according to the calendar for the Teton County School District);

* Display the skills to recruit, train, manage and inspire the volunteers who share the ministry.

**C. Specific Responsibilities**

The Kitchen Coordinator shall be directly responsible for:

* Wednesday Dinners
  + Menu Planning in collaboration with guest chefs
  + Food ordering and purchasing
  + Nutritional consideration in menu planning
  + Maintaining a log book with menus, food quantities, attendance, cost, recipes, comments on successes and failures
  + Volunteer coordination for preparation/cooking, set-up and clean-up crews.
  + Opening/closing inspection of the kitchen
  + Budget management and analysis.
  + Routine assessment and discussion of flow/success of evening and purpose to keep in line with church mission (weekly, monthly & quarterly as needed.)
  + Collaboration with church staff & community to communicate with volunteers and key stakeholders via e-mail, website, newsletter and community involvement
* Volunteer Training/Coordination
  + Ensures participation in Safe Serve classes for lead chefs and others as needed
  + Implements programs to show appreciation and recognition
  + Works with church staff to ensure compliance with all required safety requirements
* The safe handling and preparation of all food prepared in the commercial kitchen, in accordance with the “Teton Health District Rules for Food Safety” in its most recent form. (This 162-page document may be viewed at www.tetonwyo.org)
* The cleaning and re-shelving of all service ware, utensils, cups, plates, etc., in addition to counters, sinks, any spillages that occurred on the stove, oven, floors, in accordance with the “Teton Health District Rules for Food Safety” in its most recent form. *(This would include using the proper concentrations of bleach water, etc.)*
* The storage or disposition of all uneaten food,in accordance with the “Teton Health District Rules for Food Safety” in its’ most recent form.
* Ensuring that all trash is taken to the dumpster immediately after clean-up is completed.  *(No food should be left in any trash cans in the building.)*
* Meal planning and ordering food and supplies within the budget guidelines as approved by church leadership.

In specific regards to other church meals, fundraising events and ministry team events, the kitchen coordinator shall:

* Collaborate with other church leaders to ensure that both food and service ware are handled correctly accordance with the Teton Health District Rules for Food Safety.
* If the Kitchen Coordinator is not available to supervise, another person may be appointed to oversee portions of, or an entire meal preparation and clean up. The person appointed by the Kitchen Coordinator must have taken the Food Safety course offered by Teton County Public Health Department, and have demonstrated their knowledge of safe food handling to the satisfaction of the Kitchen Coordinator.
* Ensure that all volunteers are adhering to all safety rules as laid out in the “Teton Health District Rules for Food Safety” in its’ most recent form.
* In the event of any equipment failures or necessary repairs, the Kitchen Coordinator should notify the Church Administrator as soon as possible so that repairs can be made.

Any requests to purchase new, major equipment items needs to be run through the Buildings and Grounds committee, via the Church Administrator and the Associate Pastor. This includes any remodeling requests, major maintenance or physical changes requested.

**D. Accountability**

The Kitchen Coordinator is accountable first and foremost to our Lord God, the session of PCJH (elected representatives), and the Associate Pastor (the paid staff working on behalf of PCJH for advancing and fulfilling PCJH’s mission). The coordinator is also accountable to following the “Teton Health District Rules for Food Safety” at all times, and ensuring that all volunteers are as well.

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Employee

Date:

(version: 04/27/2020)