

Kitchen & Hospitality Coordinator

Shepherd of the Valley Lutheran Church
Job Description

Status: Full-Time

Reports to: Director of Operations

Accountable to: Executive Leadership Team | Office Manager

Our Vision: Shepherd of the Valley (SOTV) invites all people to experience the Welcome, Transformation, and Sending of Jesus Christ.

Our Mission: In community, we discover, grow, and live into our individual relationships with Jesus Christ. Four core ministries support this mission: Worship, Learn, Connect, and Care.

Purpose: This role will seek to accomplish this initiative through all aspects of ministry through hospitality and fellowship. Priorities focus on providing excellence in hospitality which may or may not include meals; to engage and empower volunteer support in collaboration with each ministry area of SOTV; and to provide a welcoming experience to all through hospitality, fellowship, and meals.

Qualifications:

- Valid ServSafe Certification
- MN Food Handlers license
- Culinary training, degree, or certification
- Demonstrated knowledge of commercial kitchen equipment including safety
- Demonstrated leadership and supervisory experience
- Demonstrated ability to manage multiple projects / events
- Demonstrated skills in meal preparations and service
- Proficiency in Microsoft Office (Word, Excel)
- Ability to work with a diverse population of people and needs
- Effective written and verbal communication skills
- Effective relationship building skills
- Effective organizational skills
- Ability to lift 40 pounds repetitively
- Valid MN driver's license, insurance, and reliable vehicle for transporting food and/or supplies from local businesses/stores to church and events
- Successful completion of criminal background check and annual motor vehicle record check as performed by SOTV

Expectations:

- Available oversee, coordinate, and participate in the coverage of expected schedule needs
- Participate in annual training and development opportunities as appropriate
- Positive attitude, self-motivated, independent, proactive and take initiative

Responsibilities:

I. Ministries & Events

- A. Fellowship for Worship
 - i. Oversee coordination for weekend fellowship
 - ii. Coordinate Volunteer support
- B. Sunday Breakfasts & Fellowship
 - i. Oversee breakfast ministry
 - ii. Coordinate staff and volunteers
 - iii. Coordinate prep and process
 - iv. Collaborate with additional staff involved (i.e. facilities, finance, admin)
- C. Congregational Fellowship & Community Events
 - i. Oversee and/or collaborate on events as appropriate
 - ii. Staff coordination
 - iii. Volunteer recruitment and leadership
- D. Ministry Events
 - i. Coordinate with appropriate staff to plan or provide support
 - ii. Delegate roles as appropriate
 - iii. Provide training and/or prep services as appropriate
- E. Menu Planning
 - i. Menu planning and cost evaluation for events
 - ii. Ordering
- F. Event Follow up
 - i. Debriefing and/or surveys as appropriate

II. Administrative Duties

- A. Budgeting
 - i. Annual Budget
 - ii. Monthly Review and Management
- B. Manage and maintain vendor relations
 - i. Annual review of vendor relations, efficiencies, and cost effectiveness
 - ii. Vendor set up in conjunction with SOTV Finance office
- C. Oversee and maintain routine cleaning of kitchen(s)
 - i. Equipment and supplies
 - ii. Linens / Laundry
- D. Collaborate with Office Manager, Facilities Manager, Operations, and Finance
 - i. Equipment management and maintenance
 - ii. Scheduling and facilities support
 - iii. Volunteer management
 - iv. Budget management and purchasing
- E. Safety & Communications
 - i. Maintain appropriate certifications and licensures
 - ii. Maintain updated postings including but not limited to
 - a. User manuals
 - b. Sanitation & chemicals
 - c. Equipment and set-up instructions
 - d. Schedules and duty lists
 - iii. Develop and implement appropriate trainings for staff and volunteers
 - iv. Communicate expectations for staff requesting hospitality and/or meals
 - v. Communicate purchasing and other schedules
- F. Supervise Assistant(s)
 - i. Coordinate schedules
 - ii. Supervise work and provide direction
 - iii. Review and provide feedback

III. Inventory & Purchasing

- A. Maintain supplies and inventory of stock items
- B. Vendor communication & coordination
- C. Manage ordering process & deliveries
- D. Manage & coordinate off-site purchasing and pick-up
- E. Establishing purchasing schedules

IV. Volunteer Management

- A. Recruit, train, and retain volunteer teams
 - i. Roles and responsibilities
 - ii. Safety and equipment use
- B. Identify, train, and coach volunteer leads
 - i. Provide leadership and direction
- C. Communicate, schedule, and manage all volunteer teams to support hospitality ministries
- D. Volunteer recognition as appropriate