

Position Description Food Service Coordinator

Core mission: To steward Kingsgate food ministry, kitchen, supplies and volunteers.

Basic Duties: To maintain the operation of ongoing coffee service in café area; maintain stock of standing needs for children's department and church staff; oversee organization of food service for events hosted at Kingsgate; organize and manage kitchen storage areas; recruit and lead a team of volunteers to assist the food ministry.

Principal Accountabilities & Responsibilities:

1. Create a schedule for checking and refilling supplies.
2. Check supply levels on a regular basis.
3. Refill supplies of coffee, creamer, sugar, tea, paper goods, etc.
4. Coordinate with Children's Program Director and Church Office Administrator to refill supplies for children's department snacks.
5. Develop a checklist for event planners outlining what they will need to do to include food service in their plans.
6. Meet with event organizers to assist in planning food service for scheduled events: e.g. conferences, fellowships, meetings, etc. at which food will be served.
7. If you are unable to be there, it is your responsibility to have a capable substitute there.

Desired Qualifications:

1. A mature spirit-filled Christian. Must become a member of Kingsgate Church.
2. Good administrative skills including time management and strong leadership qualities.
3. A gift for hospitality.
4. Able to communicate well with others.
5. Car and driver's license required.
6. Bilingual candidate preferred. (If not, you must take the responsibility of arranging for translation in meetings when necessary.)

Reports to: Treasurer

Expected hours:

Part Time. Approx. 15 hours weekly

- The food service coordinator is not expected to be present for every food related event, unless it is their wish to assign themselves as the volunteer.
- The food service coordinator IS expected to ensure that a responsible team member is present at every event that will involve food service.

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Note: initially, the food service coordinator may need to be personally present at a sample of large events to develop guidelines for others.

Remuneration & Benefits:

This volunteer position will be paid a weekly stipend of \$(TBD) per week.

Benefits:

	Vacation time	Personal/Sick Time
1 st Year:	1 week	3 days
2 nd to 5 th Year:	2 weeks	5 days
6 th to 10 th Year:	3 weeks	7 days
After 10 Years:	4 weeks	10 days

Also, 10 Federal Holidays per year. If they fall on a day we have services and you need to attend, that holiday becomes available to you as a personal day.

New Year's Day, Martin Luther King Jr. Day, Presidents Day, Memorial Day, Independence Day, Labor Day, Columbus Day, Veterans Day, Thanksgiving Day, Christmas Day.

Medical coverage: Not currently available.