

KITCHEN DIRECTOR

The kitchen director is responsible for organizing and overseeing the use of the church kitchen.

Ministry Area/Department	Hospitality/fellowship
Position	Kitchen director
Accountable To	Corps Officer
Ministry Target	Congregation and guests
Position Is	Volunteer
Position May Be Filled By	Church member
Minimum Maturity Level	Supportive of Church programming/mission
Spiritual Gifts	Serving • Administration
Talents or Abilities Desired	Good organizational skills
Best Personality Traits	Dependable-leader • Hospitable
Passion For	Orderly and clean facilities to promote an efficient fellowship ministry
Length of Service Commitment	Two years minimum

ANTICIPATED TIME COMMITMENTS

1. **Doing ministry/preparing for ministry:** two-three hours a month, occasionally more
2. **Participating in meetings/training:** minimal, as needed

RESPONSIBILITIES/DUTIES

1. Supervise all activities using the church kitchen.
2. Keep an inventory list of kitchen supplies and equipment and request funds to replace, repair or add to the inventory when needed.
3. Organize and clean the kitchen and appliances as needed.
4. Establish and post policies for the use and care of the kitchen.
5. Keep a running list in the kitchen so that those who use the kitchen know when supplies are low or depleted.