



## JOB DESCRIPTION: *Kitchen Manager (Part-Time: 4-6 hrs/week)*

STATUS: Part-Time (4-6 hrs/week)

### RELATIONSHIPS:

- Reports To: Director of Facilities (Cooper Thurston)

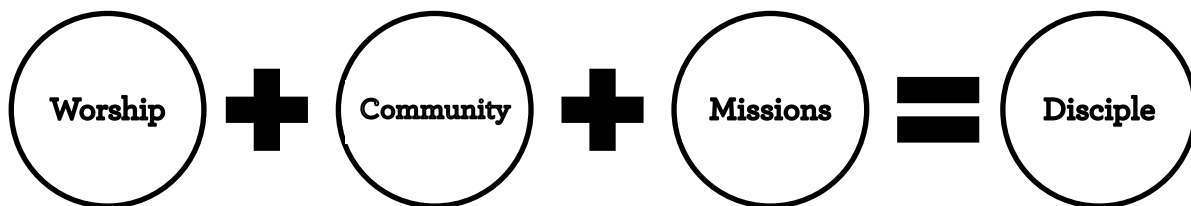
UPDATED: March 2019

TO APPLY: Please send a cover letter and resume to Cooper Thurston, [facilities@mcleanpres.org](mailto:facilities@mcleanpres.org).

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McLean Presbyterian Church (MPC) exists to glorify and enjoy God by making disciples who make a difference through grace-filled worship, community and missions.

### MCLEAN PRESBYTERIAN'S DISCIPLESHIP PROCESS



Large churches drift toward complexity. This is not intrinsically unhealthy; complexity can be led and managed well. But it also brings dangers: mission drift, stretched resources, a culture of busyness, and so on. Recognizing these dangers, we've sought to bring clarity and simplicity to our ministry model. Our goal is to connect all our members to three ministry areas: worship, community, and missions. We want every member to have a specific answer to the following questions: 1) Which *worship* service do I attend? 2) Which *community* ministry am I in? 3) How am I serving the *mission* of our church?

We recognize that life in Christ is more, so much more, than checking three boxes. Merely answering these questions does not a disciple make. But we are confident that answering these questions places our people in the *contexts* needed for deep spiritual growth. In these contexts, we navigate the nuances of life in Christ together, and that's how we make disciples.

### POSITION SUMMARY

The Kitchen Manager supervises the use of the MPC kitchen by both MPC and outside parties to ensure that the kitchen's use is consistent with high standards of cleanliness and good stewardship of equipment, food, and supplies.



## ROLES AND RESPONSIBILITIES

- Manage the organization of the kitchen's equipment and supplies in such a manner that they are easily accessible to authorized kitchen users.
- Ensure the kitchen is consistently clean and the equipment is in good working order through monitoring and encouraging high standards of cleanliness by those groups using the kitchen, in coordination with the MPC facilities team.
- Maintain proper inventory of kitchen supplies.
- Monitor the refrigerators and freezer weekly and dispose of any food or "abandoned" items (including dishes) in a manner consistent with good stewardship.
- Maintain the organization of pantry and kitchen closet.
- Maintain and stock the Grand Foyer kitchenette.
- Ensure the kitchenette is consistently clean and the equipment is in good working order through monitoring and encouraging high standards of cleanliness by those groups using the kitchenette.
- In coordination with Facilities Director and Events Coordinator maintain and implement kitchen use policy.
- Train MPC ministry 'representatives' on procedures for scheduling and proper use of the kitchen, and equipment.
- Train special event and wedding reception hostesses on proper kitchen use and be a resource for these positions.
- Order and coordinate flowers for Easter (Lilies) and Christmas (Poinsettias).
- Other duties as assigned.

## POSITION REQUIREMENTS

1. Sinner saved by grace.
2. Exemplary life as delineated in 1 Timothy 3 and Titus 1.
3. Passionate about the vision and grace-driven philosophy of MPC.
4. Agreement with and excitement about the basic principles of Reformed theology.
5. A commitment to Christ's Church as demonstrated by membership in a local church.
6. A credible and vibrant faith in the Lord Jesus Christ.
7. Knowledge of and compassion for the members of McLean Presbyterian Church (MPC).
8. Commitment to Christ's Church as demonstrated by membership at MPC.
9. Knowledge and experience in kitchen management and food safety.
10. Must be able to lift 50lbs.
11. Must be highly organized and detail oriented.