**Christ Episcopal Church**

Tuscaloosa, Alabama

**Kitchen Manager**

Job Description

(Revised May 2017)

**Qualifications and Qualities**

The Kitchen Manager shall possess a strong commitment to the Diocese, to the National Church, and to the Parish; experience in managing a large religious institution; and an ability to supervise staff, build a strong team spirit among the staff, be a good representative of Christ Episcopal Church in the community, and assist the Rector in any matters requested.

**Duties**

The Kitchen Manager assumes primary responsibility for those functions necessary for the day-to-day operations of the Parish Kitchen. Included in the duties are planning Parish events, coordinating receptions and meals served at Parish facilities, organizing the Parish Kitchen, and performing other duties as needed and mutually agreed upon.  Currently these duties include but are not limited to:

1. Attending staff meetings.
2. Having regular office hours one half day each week.
3. Helping plan events as directed by the Rector.
4. Working with the Facilities Manager when the church hosts funeral receptions and other events, assisting volunteers of the Guilds or Episcopal Church Women as needed.
5. Serving as purchasing agent for the Parish’s food and supplies, including those for office, nursery, and cleaning.
6. Overseeing the Parish kitchen – seeing that the refrigerator is cleaned out, closets in the kitchen are tidy and well-stocked, linens are cleaned, and silver is polished. This includes the small, third-floor kitchen.
7. Performing other tasks as assigned by the Rector.

**Accountability**

The Kitchen Manager works under the direct supervision of the Facilities Manager and is responsible to the Rector through the Personnel Committee.  The Vestry through its Personnel Committee shall periodically review the performance of the Kitchen Manager based upon the above duties and responsibilities seeking appropriate feedback from committees and personnel with whom the Rector works considering the criteria for leadership necessary for the effective operation of Christ Episcopal Church.  The Kitchen Manager will work with the Personnel Committee in formulating goals and objectives for each year.  The Personnel Committee may request monthly reporting by all or any Parish staff members to calculate measurable goals.

**Other Duties**

The Kitchen Manager must be able to perform the essential functions of this position which in addition to those stated above include but are not limited to: working cooperatively and effectively with the Facilities Manager, the Rector, and the Vestry; working effectively with the staff and parishioners; communicating effectively with staff and parishioners; working without supervision; completing projects on time; being on time and having regular attendance; and performing other functions as requested by the Facilities Manager, the Rector, and/or the Vestry.

**Status**

The Kitchen Manager is a non- exempt, hourly position, working 15 hours a week.

The position of Kitchen Manager is a part-time position and serves at the pleasure of the Rector and the Vestry. The Kitchen Coordinator is an employee at will, and his or her terms and conditions of employment are governed by the Parish Employee Handbook unless otherwise agreed to by the Vestry and the Kitchen Manager.

Job Description Acknowledgement Form

I have received and reviewed and fully understand the job description for Kitchen Manager. I further understand that I am responsible for the satisfactory execution of the functions described above, with or without reasonable accommodation, under all conditions as described to the satisfaction of my direct supervisor.

Employee’s Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Employee’s Signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_